This form is a summary of information about policies, procedures and immigration. International students at University of West Georgia are responsible for this information and must acknowledge receipt and understanding before ISAP can register their SEVIS record to active status.

1. Communication
   Email: Check and maintain your UWG email account frequently. This is the primary way ISAP, staff, and faculty will communicate with you. Failure to maintain your school email account could put your status at risk if you miss important information. After graduation, students approved for Optional Practical Training (OPT) may designate a personal email if they wish. ISAP also maintains a website, a Facebook page, and sends a monthly newsletter via email.
   Initial: ______

2. Immigration Documents
   Maintain a valid passport and SEVIS I-20 or DS-2019. You must renew an expired visa to re-enter the U.S.
   To renew your passport, contact your government. Provide ISAP a copy of your new passport when received.
   To extend your I-20 or DS-2019, contact ISAP at least 1 month prior to the end date printed on the form. If either document expires before your program completion, you will be out-of-status, which requires a reinstatement petition and a $370 fee payable to USCIS.
   To change your major (program of study), or transfer out of UWG, contact ISAP to update your I-20 or DS-2019.
   Update your local U.S. address in your MyUWG account within 10 days of moving.
   To renew your visa, visit a US embassy or consulate with a valid I-20 or DS-2019 and notify ISAP of the status.
   Note: once coursework is completed, your I-20 or DS-2019 will be shortened by ISAP in SEVIS, regardless of what is printed on the paper form.
   Initial: ______

3. Enrollment
   Maintain full-time enrollment during Fall and Spring semesters. Summer semester enrollment is optional.
   Full-time Enrollment is defined by USCIS as 12 hours per semester for undergraduate students and 9 hours per semester for graduate students.
   Withdrawal from a full-course load without ISAP approval is prohibited. Valid reasons for under-enrollment are regulated by USCIS and the Department of State. Failure to comply with enrollment regulations will result in the termination of your I-20 or DS-2019 and visa status.
   Online courses are limited to 3 credit hours per semester to meet the full-time enrollment requirement. This applies to both undergraduate and graduate students. Students taking more than the minimum credit hours stated above qualify for additional online courses.
   Summer semester F1 students are entitled to annual vacation each summer; therefore, enrollment during summer semester is optional. However, if enrolled during the summer semester, vacation is not available again until the following summer semester unless you leave the United States and return within 5 months of departure from the U.S.
   Initial: ______

4. Employment
   Off-campus employment without proper authorization is illegal. Authorization may only be granted by USCIS through a formal petition, depending on your situation. Accepting any form of unauthorized employment or payment for services is a basis for immediate termination of your I-20 or DS-2019 and could lead to deportation.
   On campus employment is limited to 20 hours per week during semesters. Students wishing to work on campus are eligible for any position that is not labeled as a Federal Work Study (FWS) position. Students who are offered a position to work on campus are eligible to apply for a Social Security Number (SSN). Always consult with ISAP before seeking out or accepting offers of employment.
   Initial: ______

5. Mandatory Health Insurance
   Adequate health insurance coverage that meets specific criteria is required by the Georgia Board of Regents. United Health Care, Inc. is the provider (insurance company) for the on-campus plan. Health Insurance fees are automatically added to your account each Fall and Spring unless you request and obtain an approved waiver. Students approved for Optional Practical Training (OPT) are not required to maintain health coverage, but are strongly advised to do so. For more info, visit the International Health Insurance tab on the ISAP website.
   Initial: ______

6. US Taxes
   ALL international students in the US will submit at least one tax form (form 8843) each spring as required by law. If you had no income, then you will pay no taxes. Form 8843 declares your immigration status and number of days present in the US to the Internal Revenue Service (IRS).

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If you did have income or a taxable scholarship, you will complete a full Federal Tax Return in addition to form 8843 to determine if a tax refund is due. A software called SPRINTAX is provided free to prepare your federal tax return forms for you. During spring semester ISAP will provide detailed information regarding accessing SPRINTAX to help you with this US tax reporting requirements. Failure to submit the required tax form(s) could affect future immigration status.

Initial: ______

7. Reportable changes to personal info
You must report changes of name, address, phone number, academic major, or visa status to ISAP within 10 days of the change.

Initial: ______

8. Student Code of Conduct
In the United States, universities hold students responsible for their personal conduct on campus, regardless of nationality, to ensure a safe and respectful university environment. This code is administered by the Office of Community Standards. Students may also confidentially ask ISAP about any laws, regulations or policies as needed. Details are outlined in the Student Code of Conduct online at: www.westga.edu/administration/vpsa/handbook-code-of-conduct.php

Initial: ______

9. Acknowledgement and Receipt
By signing below, I acknowledge that I was provided adequate time to read, ask questions, and fully understand this information and that I am responsible for maintaining my own immigration status in compliance with U.S. laws and regulations.

Signature: ____________________________

Student ID#: __________________________

Name (print): __________________________

Date (mm/dd/yyyy): ______________________