

CAL POLY HUMBOLDT

International Programs • College of Extended Education & Global Engagement

Immigration Responsibilities Contract

In order to remain lawfully in the United States during your studies, U.S. Federal and State laws require that you must obey the regulations that govern your visa status. The U.S. Citizenship and Immigration Service (USCIS) considers it the responsibility of the student to maintain their legal status in the U.S. Cal Poly Humboldt International Programs is a resource to advise and help you maintain your legal status as a non-immigrant student during your time at Cal Poly Humboldt.

Student Initials

I understand that...

I am personally responsible for the safekeeping, knowledge of expiration dates, and my responsibility to renew my immigration papers (I-20/DS-2019, Passport, Visa) in a timely manner. I understand that the USCIS is closely tracking these items in SEVIS.

I must report any changes to my physical living address or status directly to International Programs within 10 days of such change. I understand that if I do not comply with this USCIS requirement, I can lose my legal status in the U.S.

I will not drop below full time without the prior approval from International Programs (12 credit hours for undergraduates and 9 credit hours for graduates). I understand that I must request the Reduced Course-Load Authorization and receive approval before dropping below a full course of study.

I will make regular progress toward graduation/completion of studies and I understand that Cal Poly Humboldt is required to report any suspension (academic, etc.), expulsion (student code of conduct, etc.) and leave of absence as a termination of my legal status to the USCIS via SEVIS. If any of these circumstances occur I understand that I must report it to International Programs.

I will obtain a travel signature on my I-20 or DS-2019 before traveling outside of the U.S. (once every semester for an F-1, or once a year for a J-1 visa).

I must maintain health insurance coverage at all times in accordance with University policy. I understand that I am required to provide medical insurance coverage for my dependents at all times in accordance with U.S. Department of State and University policy.

I will not work off campus (take any money or other compensation) without receiving the appropriate work authorization of an advisor in International Programs or USCIS. I will NOT work more than 20 hours per week (all jobs combined) during the academic semesters (excluding approved holidays and breaks), as I understand this is the maximum work hours allowed by USCIS. I understand that if I am receiving a full assistantship from my department, this is considered equivalent to 20 hours per week.

If an immigration advisor gains constructive or actual knowledge of any violation of status, International Programs is required by Federal law to report the violation and I may lose my immigration status immediately.

Once I complete my studies, I have a 60-day grace period for F-1 status or a 30-day grace period for J-1 status. During this time I must leave the U.S.; or I must have a pending petition awaiting approval by USCIS; or I must be accepted into a new program at Cal Poly Humboldt; or I must be accepted into a new school and transfer my SEVIS records to the new school within the 60/30-day grace period.

Student Initials**I understand that...**

If I wish to request authorization for an internship opportunity or off-campus work authorization (F-1 Optional or Curricular Practical Training or J-1 Academic Training), then I must file an application with an immigration advisor in International Programs and receive approval before accepting any campus internships/employment.

I may not begin any OPT, CPT or AT employment until after the approved employment start date on my Employment Authorization (EAD) card (for OPT), I-20 (for CPT) or DS2019 (AT).

If I take an authorized Leave of Absence or Withdrawal from classes, I only have 15 days to leave the U.S, NOT 60 days (30 for J1 visa holders). Further, I understand that if I have an unauthorized withdrawal, no grace period exists, and I must leave immediately.

Federal law requires me to obtain approval for any withdrawal or leave of absence from International Programs before taking any action. I understand that Cal Poly Humboldt expects that I will engage in academic activity with high standards of honesty and integrity. I understand that it is my responsibility to educate myself regarding the meaning of cheating and plagiarism and the consequences of violating University policy.

Under U.S. Federal law, students who fail to adhere to the above will lose the privileges of their visa status and may be required to leave the U.S., or become subject to deportation. Specific consequences under USCIS may include denial of reentry to the U.S., inability to move from undergraduate to graduate status, denial of requests for Practical Training, denial of requests to change visa status, and possible denial of all future visa applications. The above list is not exhaustive. Further information may be sought from the Department of Homeland Security: Study in The States website: <https://studyinthestates.dhs.gov/maintaining-your-status>.

Immigration Information Acknowledgment:

I acknowledge that I am aware of the immigration requirements, and that it is my responsibility to be informed of and maintain legal status. I also acknowledge that the information is considered an abbreviated listing of the actual immigration regulations, and that the regulations are subject to change. I understand that it is my responsibility to consult with an immigration advisor in International Programs on matters related to my immigration status.

I, _____, understand the above. _____

Print name

Signature

Date