

## **IMMIGRATION REGULATIONS**

During your enrollment at Clarion University in F-1 or J-1 immigration status, the Office of International Programs (OIP) is responsible for maintaining your record in the **Student Exchange Visitor Information System (SEVIS)**, and for assisting you and ensuring that you understand your responsibilities and obligations under SEVIS.

Your responsibilities include notifying the OIP of changes in your program or status, and for understanding the rules and responsibilities associated with your non-immigrant status. You are obligated to assist us in maintaining your SEVIS record throughout your period of stay in the U.S. as a non-immigrant visa holder (including any periods of post-completion optional practical training).

By following the rules listed below, you will avoid serious problems with your immigration status:

1. Submit updated copies of all immigration documents to the OIP (including current copy of your passport, I-20/DS-2019, visa, I-94, and funding information). If your documentation changes at any time, be sure to bring the current information to the OIP so that we can make copies for your file. Your passport must be valid at all times for at least 6 months in the future. Your embassy or consulate can be contacted for renewal procedures, if and when necessary.
2. Enroll in a full course of study during each academic semester (fall and spring). Undergraduate students are required to carry a minimum of 12 credits each semester and graduate students are required to carry a minimum of 9 credits each semester. Special exception to the full-time requirement is made during the last semester of study (contact OIP for details). **\*Please understand that you are only allowed to count one on-line course per semester, towards your full-time enrollment.**
3. Make satisfactory progress toward the completion of your degree program, and be enrolled in a full course of study appropriate for your level and major.
4. Report any changes in your address information to the OIP within 10 days of the change. In addition to notifying the OIP staff, you should submit the changes on your iClarion Portal account (Personal Information Form). Student who have graduated and have a pending or approved OPT application are also required to notify the OIP of any address changes.
5. Report any changes in your personal or academic program information (or changes in your dependent information, if applicable) to the OIP. Personal information includes changes in legal name, marriage, etc. Academic program information includes changes in major, degree level, funding, request to transfer, end degree program, reduced course load, or leave of absence.

6. Remember the completion date on your I-20/DS-2019, and understand that your immigration document is only valid as long as you remain in your degree program. If circumstances prevent you from completing your degree program by the completion date, discuss this matter with the OIP staff and request an extension **before** the completion date expires to avoid becoming a visa overstay. Also, if you will be completing your degree program prior to the completion date on your I-20/DS-2019 you should notify the OIP staff.
7. Follow University procedures and immigration regulations if you intend to transfer to another educational institution in the U.S.
8. Do not work without proper authorization. International students are permitted to work on-campus for up to 20 hours per week during the semester and full-time during vacation periods. International students are not permitted to work off-campus without special authorization from the OIP and/or USCIS. If you plan to pursue any type of internship (paid or unpaid), please discuss with OIP staff. All Optional Practical Training (OPT) and Curricular Practical Training (CPT) applications are processed by the OIP.
9. If you plan to travel outside the U.S. and intend to return to Clarion University, be sure to have your I-20/DS-2019 signed by OIP staff. It is advisable that your I-20/DS-2019 be signed every six months for travel purposes. Also, before making travel plans, check the date on your visa to make certain that it has not expired. If it has expired, please consult with OIP staff.
10. Discuss all immigration-related issues with OIP staff only. You should not seek immigration advice from friends, relatives, or other University staff and/or faculty.
11. Report any disciplinary action which results in a criminal conviction to the OIP.
12. Maintain adequate health insurance coverage.
13. Depart the U.S. within 60 days (F-1 students) or 30 days (J-1 students) of completing program of study or OPT .
14. Keep all immigration documents in a secure place. Students should notify the OIP immediately if any of these documents are lost or stolen.

Please understand that immigration regulations are subject to change without notice. We will do our best to provide you with updated information and notify you if we become aware of an immigration issue, but it is your responsibility to be sure that you stay informed and that you take required action in a timely manner.