

## Responsibilities of F-1 Students under SEVIS

SEVIS is the national database maintained by the United States government to keep track of international students attending US schools. Durham Technical Community College is required by law to regularly update all F-1 students' records in SEVIS. Only staff in International Student Services (ISS) are Designated School Officials (DSOs) for SEVIS.

**By initialing each section and signing this document, I acknowledge that I am aware of the USCIS, Department of Homeland Security, SEVIS and F-1 student regulations and requirements listed below and that it is my responsibility to maintain my legal status. If I have questions about the below information, I will contact an advisor in ISS.**

### Maintaining Legal Status

1. **I am required to take and maintain a full course load of at least 12 credit hours** each Fall and Spring term. Summer term classes are not required unless it is my first term (9 credit hours required). I understand that if I have excessive absences, my instructor may drop me from a course. *Only DSOs in the ISS Office can approve any reduced course load due to medical or other reasons **in advance**. An academic advisor or EFL advisor cannot grant approval for a reduced course load.*

Initials: \_\_\_\_\_

2. **I can only take 3 credit hours of online courses each term.** I understand that some programs at Durham Tech offer many courses online and that I may have to take additional courses or extend my time at Durham Tech in order to comply with this F-1 regulation. I will work with my academic advisor and ISS.

Initials: \_\_\_\_\_

3. I am to be admitted to the United States for *duration of status (D/S)* as long as I pursue a full course of study and make normal progress toward completing my program. In the case that I am not able to complete my studies by the original authorized completion date, I will contact the ISS office **before the completion date** to request an extension. Updated financial support documents and authorization from an academic advisor are required. **An extension cannot be granted after the completion date.**

4. I will keep my passport, I-20 document, driver's license, and health insurance current. I will observe all federal, state, and local laws.

5. I understand that I may have difficulties applying for or renewing my driver's license while I am pending a change of status, starting a new program at the same school, or transferring from another school until classes begin.

6. If I plan to travel outside of the country, I will make an appointment with a DSO in the ISS office to have my I-20 signed and prepare any necessary documents ***before I travel***.

7. I am aware that some programs have extensive prerequisites. In order to maintain a full-time course load each term I may need to take courses outside of my program of study. I am aware that some health tech programs (such as nursing) are competitive and ***I am not guaranteed to be accepted into my chosen program of study***.

8. If I am a B1/B2 (visitor) visa status and am applying for a change of status (COS), I will not register for credit courses until the COS has been approved. I also understand I may need to consult an attorney regarding my B1/B2 status.

9. I acknowledge that it is my responsibility to maintain my legal status in the US. If I fail to maintain my status I will become "out-of-status." *Visit the USCIS website [www.uscis.gov](http://www.uscis.gov) for more information.*

Initials: \_\_\_\_\_

### Transferring Schools

10. I must be "in-status" at my current school in order to transfer to Durham Tech. Durham Tech will issue my new I-20 once my current school verifies I am "in-status" and releases my SEVIS record.

11. I will notify the ISS office at Durham Tech if I intend to transfer to a different school. Once accepted to the other school, Durham Tech can release my SEVIS record with proper documentation so the new school can issue an I-20. However I will not officially request a transfer of my SEVIS record until I am definite about my decision to transfer.

Initials: \_\_\_\_\_

### F-2 Dependents

12. I understand that F-2 dependents (spouse and children) are not eligible for employment at any time. F-2 adult dependents can enroll in credit classes part-time.

Initials: \_\_\_\_\_

**Employment**

- 13. Although on-campus employment for less than 20 hours per week is permitted, Durham Tech rarely has on-campus jobs available.
- 14. **I am NOT permitted to work off-campus at all during my first year as an F-1 student.** If I work illegally off-campus I will become "out-of-status." I am aware that I will do not receive a social security number unless I have a job offer or employment authorization.
- 15. After the first academic year I may apply for off-campus employment. I must first attend an employment workshop, and meet with someone in the ISS office. Off campus employment options are:
  - a. Curricular Practical Training (CPT)  
Enrollment in a Work-Based Learning (WBL) course in my program of study is required for CPT authorization. CPT authorization is only approved for one semester per WBL course. CPT can be paid or unpaid.
  - b. Optional Practical Training (OPT)  
Temporary employment in my field of study. Up to 24 months of part-time employment (pre-completion), or up to 12 months of full-time employment (post-completion).
- 16. Any Employment Authorization Documents approved by USCIS, and used by me, will automatically terminate if I transfer to another school.

**Initials:** \_\_\_\_\_

**Reporting to the ISS Office**

The ISS office at Durham Tech is **required by law** to report certain changes about my status to SEVIS. I understand that I must notify the ISS Office about any of the following events/changes so that ISS can complete the required reporting:

- Enrollment or failure to enroll each term
- Dropping below a full course of study
- Failure to otherwise maintain status
- Change of program of study
- Program extensions
- Change of student's or F-2's legal name or address
- Completion of studies or early withdrawal (includes graduation or dropping out)
- Termination date and reason for termination
- Change of Status to another immigration status
- School transfer
- Employment authorization
- Criminal conviction
- Change in F-2 dependent status
- F-2 departure (with no plan of return to the US) or F-2 change of status to another immigration status

17. **I will report any changes** to my legal name, address, telephone, email address and program of study to ISS within 10 days of the change.

18. I will notify ISS if I plan to leave Durham Tech or terminate my studies for any reason. **Initials:** \_\_\_\_\_

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name Clearly)

\_\_\_\_\_  
(Durham Tech Student ID number)

**Sign, initial, and return this form to:** International Student Services Office  
Center for the Global Learner, White Building (Bldg. 1), room 1-148  
Durham Tech, Durham, NC 27703

*After we scan a copy, the original will be returned to you for your records.*

**Questions on the process? Contact** International Student Services (ISS), Center for the Global Learner (CGL), 1637 Lawson St, Durham, NC 27703  
**Office:** Building 1, room 1-148 **Phone:** 919-536-7200, ext. 3228 **Fax:** 919-536-7281 **Email:** [international@durhamtech.edu](mailto:international@durhamtech.edu)