

F-1 Student Responsibilities

F-1 students are responsible for learning, understanding, and complying with all laws and regulations set forth by the U.S. Department of Homeland Security. Violation of these laws can seriously affect your immigration status as well as your academic career. To make you more aware of these issues, it is extremely important that you read and fully understand all of the below information.

Full-Time Study

Maintain a full course of study each semester for the duration of your program.

U.S. federal regulations [8 CFR 214.2(f)(6)] require you to pursue a full course of study in each fall and spring semester until the completion of your degree.

- Harcum students: Minimum of **12 credits** per semester
- English Language Academy: all four English classes

If you cannot be a full-time student, you must see an advisor in CIP **before** classes begin or prior to dropping below full time during the semester. Failure to comply is a **violation** of your F-1 status.

Employment

Abide by U.S. federal employment regulations.

When school is in session, F-1 students may work no more than **20** hours per week **on campus**. During official university breaks, F-1 students may work up to 40 hours per week. [8 CFR 214.2(f)(9)]. You cannot work off campus (including credit-bearing internships off campus) without **prior** authorization from USS and U.S. Immigration. This will only be granted because of extenuating circumstances. **If you are caught working illegally, your I-20 will be terminated, and you may be barred from reentering the U.S.**

ELA students cannot work.

Travel

Bring your I-20 to CIP for a travel signature before traveling abroad

Students must receive a travel signature on page 2 of the most recent I-20 prior to traveling outside of the United States. It is permissible to have an expired F-1 visa in your passport if you remain in the U.S. and do not travel abroad. A valid F-1 visa is only required for reentry into the U.S. Visas can only be renewed outside of the U.S. (preferably in your home country).

You should have the following documents to reenter the U.S. after traveling:

- Most recent SEVIS I-20 with a current signature on page 2 by the CIP Director or Assistant Director
- Valid passport – valid for at least six months from your date of return to the U.S.
- Unexpired F-1 visa in your passport
- Proof of financial support (sometimes requested at the port-of-entry)

Records

Report address and name changes within 10 days to CIP

CIP is required to provide a valid address and other student data electronically in SEVIS (Student & Exchange Visitor Information System). No other university office is authorized by the federal government to process this data. You must all ensure that your address remains current with CIP. You can submit your address change by emailing elaharcum@harcum.edu.

Report changes in program to CIP

Students must notify CIP whenever there is a change in their academic program, program dates, or level of study. All such changes would require our office to issue a new I-20 to you.

If you are a student in English Language Academy (ELA), you will also receive a new I-20 once you fully complete the ELA program. Section 6 of your I-20 would now indicate that you have obtained the appropriate level of English proficiency to fully matriculate into Harcum.

Keep ALL I-20s

You may receive many I-20s throughout your studies in the U.S. (for CPT, OPT, change of major, transfer, etc.). **Never throw old I-20s away!** You will need them for such situations as OPT applications, visa renewals, and changes of immigration status.

Program Completion

Upon completion of your academic program, you must do one of the following:

- Depart the U.S. within the 60-day “grace period” (i.e., the 60 days immediately following your date of graduation on your I-20)
- Apply (or have already applied) to transfer to another school, be accepted, and finally transfer before the 60 days are up.
- Apply (or have already applied) for a change of status with U.S. Citizenship & Immigration Services (USCIS)

Note the completion date listed under #5 of your I-20

The program completion date on your I-20 is an estimated end date. Your actual program completion may **extend beyond** or **end before** the I-20 end date. Once you complete your program, you will need to take one of the above steps, even if you have additional time on your I-20. In addition, if you cannot complete your studies by the date listed on your I-20, you must visit CIP **before** this date to file for an extension.

****This information is not exhaustive and may change without notice. If you have any questions or concerns regarding your legal status in the United States, please make an appointment with a CIP advisor.****