

# OBLIGATIONS TO MAINTAINING F-1 STATUS AT CCM

## **Your lawful nonimmigrant status is your responsibility to maintain while in the United States.**

Please maintain valid non-immigrant documents at all times while in the U.S. This includes your passport and visa. Failure to maintain the terms and conditions of your F-1 status can result in your ineligibility to remain in the United States. We encourage you to access the United States Citizenship and Immigration Services website at <http://www.uscis.gov> or schedule an appointment with Dean Jan Caffie, Kari Hodack, or Judith Ulmer if you have any questions or concerns.

### **Some highlights of the F-1 obligations are:**

- Your F-1 status has been granted for D/S (duration of studies) If you will not complete your studies by the date listed under item 5 on your I20 you need to meet with either Dean Caffie (973-328-5140) or Judith Ulmer (973-328-5097) at least 60 days before this date to discuss an extension.
- The regulations require that you pursue a full course of study in both the spring and fall semesters. **Full course of study means completing a minimum of 12 credits each semester.**
- A “reduced course load”, i.e. minimum of 6 credits, may be authorized due to exceptional circumstances, such as difficulty with the English language during the first semester, or for a medically documented illness. If this situation applies to you, please schedule an appointment with Dean Caffie or Judith Ulmer. This must be done **before** dropping below 12 credits.
- You may attend part-time during your final semester if all graduation requirements will be fulfilled. Please meet with Dean Caffie to discuss this **before** your final semester begins.
- F-1 students are permitted to register for no more than (one) 3 credit on-line class per semester. F-1 students enrolled in ESOL courses are not permitted to take on-line courses.
- The USCIS regulations specify that you maintain a current address and phone number with the Office of Records and Registration and with Ms. Judith Ulmer, the designated school official within 21 days of a change.
- Do not work without legal authorization. You must obtain specific employment permission from the USCIS to accept **ANY** employment off campus, even if it is for purposes of fulfilling a cooperative education requirement. Permission must be obtained **IN ADVANCE!** If you have questions contact Ms. Ulmer in the Admissions Office at 973-328-5097 to schedule an appointment to discuss employment opportunities.
- Optional Practical Training: Applications for post completion one-year practical training must be filed at least three weeks prior to the last day of the semester. The employment must be directly related to your degree. You do not need a job offer to apply but may not begin working without an EAD card. You are required to provide the employer’s name and address to Judith Ulmer prior to your 1<sup>st</sup> day of employment.
- Curricular Practical Training: F-1 students are eligible for this benefit only if their curriculum has the co-op requirement. The application must be filed three weeks before the start of the semester. You are required to provide the employer’s name and address before CCM can submit the paperwork to the USCIS.
- If you transfer to another college, you must notify Ms. Ulmer or Dean Caffie in writing or email at [julmer@ccm.edu](mailto:julmer@ccm.edu), or [jcaffie@ccm.edu](mailto:jcaffie@ccm.edu) to release your I20 AB in the SEVIS system.
- If you plan to travel abroad and re-enter the U.S. you must schedule an appointment with Ms. Ulmer 2 weeks before you plan to leave, be registered for the up-coming semester so that your I20 AB may be signed for re-entry.
- **F-1 visa holders must meet with their Academic Advisor for class selection.**
- Please sign and date the following statement: I have read and understand the rules explained above

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

CCM Student ID #: \_\_\_\_\_