

WAGNER COLLEGE

INTERNATIONAL STUDENT COMPLIANCE CONTRACT

It is critical that international students in F-1 status maintain their legal status in the United States. Students must be aware of and comply fully with the following regulations.

PLEASE INITIAL EACH SECTION IN THE SPACE PROVIDED TO INDICATE YOUR UNDERSTANDING and return this form to Ellen Navarro, the Primary Designated School Official (PDSO), the Director of the Center for Intercultural Advancement in the Union Building, Room 204.

- I must maintain a valid passport at all times. _____
- I must make sure that my I-20 does not expire (see #5 on your I-20). _____
- If my I-20 will expire before I can complete my degree, I must apply for an I-20 extension BEFORE the I-20 expires. Requests for extensions are available in the PDSO's office or the website for international students and should be submitted 30 days prior to the expiration date of the Form I-20 so the extension process can be completed prior to the expiration date on the document. _____
- I realize that I must register full-time and complete a full course of study during the academic year. If I will not be enrolled full-time (4 units minimum undergraduate) I must receive permission from the PDSO BEFORE going below full-time enrollment. I know that this also applies to withdrawing from a class that will drop me below full-time. _____
- I realize that I am **NEVER** allowed to work off-campus in the United States without prior authorization (*even if the employer tells me differently*). F-1 students are allowed to work *on campus* up to 20 hours per week when school is in session, and up to 40 hours per week when school is not in session. **ANY off-campus work MUST be approved by the PDSO and/or USCIS BEFORE the work begins.** _____
- It is my responsibility to check my Wagner College email account for periodic updates and notices from the PDSO and the College. These messages are always important and can have an effect upon my student status. If I do not check my Wagner email account, I realize I may miss important information that could cause me to lose my F-1 status. I know I can go to the DSO for clarification. _____
- I must report any change of address or residence and/or any change of name directly to the PDSO, who will then notify USCIS of the change. _____
- I understand that I must visit the PDSO at the beginning of EACH semester in order to complete my registration in the SEVIS system. _____
- I must get an updated signature on my I-20 from the PDSO at least once per calendar year. _____

- I must notify the PDSO of any accompanying dependents in F-2 status and provide biographical information (e.g. full name, address, country of birth, etc.) and immigration information (e.g., passport information, visa information, etc.) regarding those dependents._____
- I realize that most of my requests of the PDSO will have to be processed through the SEVIS system. Because of this, I understand that some processing delays may result. Thus, for important time-sensitive requests such as OPT and I-20 extensions, I know that I should *plan ahead* and submit my requests with enough time to allow for unexpected delays. Finally, I realize that my failure to do this may result in my falling out of status._____
- I must complete the official transfer process if I change schools. I must notify the PDSO if I intend to transfer. I must obtain a Form I-20 from the new institution, and I must report to the PDSO at the new school within fifteen days of the program start date listed on the Form I-20. _____
- I realize that it is my responsibility to make sure I maintain proper status. I know that the PDSO will do everything possible to help me. However, I realize that if I fail to meet these responsibilities, the PDSO's ability to help me will be extremely limited._____
- I understand that a valid visa is required for re-entry into the United States and that it is my responsibility to renew it at home, allowing sufficient processing time. I also understand that I may not receive a renewal if I am employed through post-completion Optional Practical Training._____

Important note: this information is subject to change without notice. The PDSO will make every effort to notify you of any changes. Please check your mailbox, voicemail, and emails on a regular basis.

“I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal F-1 status.”

Print name _____

Signature _____

Wagner ID# _____ Date _____

