

# WAGNER COLLEGE

## INTERNATIONAL STUDENT COMPLIANCE CONTRACT

It is critical that international students in J-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 Alternate Responsible Officer and Director of the Center for Intercultural Advancement, Union Building, Room 204, (718)-420-4517.

- I must maintain a valid passport at all times. \_\_\_\_\_
- I must make sure that my DS-2019 does not expire (see #3 on your DS-2019). \_\_\_\_\_
- If my DS-2019 will expire before I can complete my degree, I must apply for an DS-2019 extension BEFORE the DS-2019 expires. Requests for extensions are available in the RO/ARO's office or the website for international students and should be submitted 30 days prior to the expiration date of the Form DS-2019 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 RO/ARO 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*). J-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 RO/ARO 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 RO/ARO 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 J-1 status. I know I can go to the RO/ARO for clarification. \_\_\_\_\_
- I must report any change of address or residence and/or any change of name directly to the RO/ARO, who will then notify USCIS of the change. \_\_\_\_\_
- I understand that I must visit the RO/ARO at the beginning of EACH semester in order to complete my registration in the SEVIS system. \_\_\_\_\_
- I must get an updated signature on my DS-2019 from the RO/ARO at least once per calendar year. \_\_\_\_\_

- I must notify the RO/ARO of any accompanying dependents in J-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 RO/ARO 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 J student employment and 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 RO/ARO if I intend to transfer. I must obtain a Form DS-2019 from the new institution, and I must report to the RO/ARO at the new school within fifteen days of the program start date listed on the Form DS-2019. \_\_\_\_\_
  
- I realize that it is my responsibility to make sure I maintain proper status. I know that the RO/ARO will do everything possible to help me. However, I realize that if I fail to meet these responsibilities, the RO/ARO'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 as a J student. \_\_\_\_\_

*Important note: this information is subject to change without notice. The RO/ARO 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 J-1 status."

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Wagner ID# \_\_\_\_\_ Date \_\_\_\_\_

