



# NATIONAL AMERICAN UNIVERSITY

## International Student Responsibility Checklist

F-1 students are admitted to the United States for "Duration of Status" (D/S is found on the white I-94 card or in your passport). You are permitted to stay in the U.S. as long as you maintain your status by fulfilling the requirements of being an F-1 student. Even if your visa is valid, you can lose your legal F-1 student status if you do not comply with immigration laws regulating your stay in the U.S. Abiding by the following regulations is extremely important! Penalties for violating student regulations may include: (1) applying for reinstatement (2) voluntarily leaving the United States or (3) deportation.

If you are accepted and enrolled at National American University, the Department of Homeland Security (DHS) & the university require that you to adhere to the rules and regulations below in order to maintain your student status and succeed.

Please initial next to each condition indicating your understanding and agreement:

\_\_\_\_\_ Use your legal name (as listed on your passport) on all official documents such as school records, driver's license or ID, and applications to Social Security and USCIS.

\_\_\_\_\_ Register in a minimum of 12 credit hours if enrolled in an undergraduate degree program, 9 if in master's program, and as directed by the dean of the college if in the Doctoral program, by the official start date of each term and remain enrolled in the directed full course every term.

\_\_\_\_\_ If you fall below the directed full course workload you must apply for reinstatement before being allowed further enrollment at NAU.

\_\_\_\_\_ You must check with your DSO before dropping below full course workload or ending your studies in the U.S. and leaving the country.

\_\_\_\_\_ Make normal progress towards completing the course of study. Grades of W do not count as maintaining your status. Repeated poor academic performance can result in school suspension which will require reinstatement due to loss of F-1 status.

\_\_\_\_\_ Report any changes of phone number, address, major field of study, or any other information found on your SEVIS I-20 to your DSO within 10 days.

\_\_\_\_\_ Maintain a valid passport and SEVIS I-20 at all times.

\_\_\_\_\_ Work only on campus unless specifically authorized by your DSO and the USCIS. If you are employed on campus and fall out of status or complete your degree, you must stop working.

Please note: If you work illegally you may face deportation and you cannot be reinstated. See your DSO for more information regarding work authorization.

\_\_\_\_\_ Upon completing your degree, you have 60 days from the last day of your classes to transfer your SEVIS record to do one of the following: 1) apply for Optional Practical Training (OPT), 2) Apply to earn another degree, 3) depart the U.S., or 4) change to a new immigration status.

\_\_\_\_\_ Apply for a program extension if you cannot complete your degree by the ending date listed on your SEVIS I-20. You must apply for a program extension 30 days before the expiration date.

\_\_\_\_\_ Request a travel endorsement signature on your I-20 from your DSO (signature required on Page 2 of your SEVIS I-20) at least 30 days prior to departure. Attend the required International Student Orientation at the beginning of your first term at NAU.

\_\_\_\_\_ Notify your DSO before attending any schools other than NAU. Your F-1 record must be transferred if you decide to attend another school, so please plan accordingly.

\_\_\_\_\_ Contact your DSO right away after falling out of status if you wish to apply for reinstatement and continue your studies as an F-1 student.

\_\_\_\_\_ All communication from your DSO will be sent to the email account on file. You are responsible for checking it regularly.

### For Applicants Changing to F-1 Status while in the U.S:

\_\_\_\_\_ In addition to the terms above, you must notify your DSO of your Change of Status decision from USCIS, whether it is an approval or denial, within 3-5 business days of receiving it in the mail.

National American University requires that you fulfill all financial obligations prior to continued enrollment and the issuance of academic records. Rules and regulations are subject to change.

I certify that I have read the above statements about maintaining my F-1 status in the United States. I realize that it is my responsibility to understand and follow all regulations pertaining to my legal status and enrollment at NAU once accepted and enrolled at NAU.

Print Name: \_\_\_\_\_

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

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

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

(MM/DD/YR)