



F-1 International Student Responsibilities

Student Name: _____ Student ID Number: _____

First Semester at Central Virginia Community College: Fall ____ Spring ____ Summer ____ Year: _____

Please initial next to each item and then sign at the bottom to indicate your understanding.

___ It is the responsibility of the student to learn and follow the U.S. Citizenship and Immigration (USCIS) guidelines. USCIS requirements are subject to change; however, all international students must conform to these requirements to maintain their F-1 status. Central Virginia Community College is mandated by law to release information from student records to the USCIS that might be required to determine if you are maintaining lawful status.

___ Students must maintain a full course load (at least 12 credit hours) of study each regular semester (fall and spring). Students may only count three (3) credit hours of distance (online) learning toward the 12 credit hour minimum. If problems arise which may force you to carry less than a full load of coursework, you must speak to a designated school official (DSO) before you drop any course(s) as this may result in a violation of status and possible termination.

___ Keep the Admissions & Records Office informed of your current address, e-mail address, and phone number. You must inform the school within ten (10) days of the change by completing a Student Records Change form or updating your student record online through your MyCVCC account.

___ Students must attend the college/university that USCIS has authorized you to attend and fulfill all financial obligations to Central Virginia Community College. Students must enroll, pay for, and attend all classes. If you choose to transfer to another school you must follow all of the necessary procedures.

___ If you cannot complete your studies by the end date indicated on your I-20 you will need to meet with a DSO to complete a program extension. You must apply for an extension six (6) weeks before the end date with a valid reason for the extension.

___ Do not engage in any employment without proper authorization.

___ If for any reason you might have difficulty maintaining status according to these guidelines, contact a DSO immediately.

Note: For your personal records, keep a copy of all I-20s and immigration documents.

I certify that I understand the above. If I have questions or concerns, I will read the immigration regulations as published by the USCIS, and/or consult a CVCC DSO. I understand that the DSO's are available to provide advice and assistance; however, my immigration status is my responsibility.

Student Signature: _____ Date: _____