

Name of Student: \_\_\_\_\_ WMU Student Number: \_\_\_\_\_

Note: ***This is a brief overview only.*** Because of the complexity of immigration regulations, please always consult with an immigration advisor in International Student and Scholar Services (I3S) in advance. While instructors, friends, or others may know some immigration regulations, their knowledge may not always be accurate or current. It is your responsibility to maintain your immigration status.

Students must be aware of and comply fully with the following:

1. You must maintain a **valid passport at all times** (which is valid at least 6 months into the future at all times).
2. You must maintain a **valid, electronic Arrival/Departure Record (I-94) at all times**. [www.cbp.gov/i94](http://www.cbp.gov/i94)
3. You must maintain a **valid, unexpired I-20 or DS-2019 at all times**. This includes correct educational level, major, current funding, and correct personal data.
4. You must **enroll in and attend classes on a full-time basis**. Please note **“W” or “X” grades do not count** towards the full-time course load.
5. You must **complete a full course of study during Fall/Spring enrollment periods**. Full-time course load is defined as **12 credits per semester for undergraduates, 6 credits per semester for graduate students**.
6. You must attend the college/university listed on your I-20 or DS-2019.
7. You **must be enrolled full-time by the beginning of each semester**. I3S is required to report under enrollment to Department of Homeland Security (DHS) within 30 days of the semester start date. Any student who is not enrolled will be reported and will be considered in violation of status.
8. No more than the equivalent of **one class or three credits** per semester will count toward your *full course of study* for immigration status if the class is taken online or through distance education. F-1 students in their final session cannot take their sole remaining course in online format.
9. If you will not be enrolled full-time, you must receive **prior approval from an immigration advisor at I3S**. Please note that only I3S advisors are registered with DHS to grant such authorization, not your academic advisor or graduate college. Please note that DHS offers limited circumstances in which I3S could authorize you to enroll less than full time. You and your academic advisor must complete the **Reduced Course Load Request Form** and submit it to I3S in person for final approval prior to dropping below a full course load or when in situation where unable to enroll full time.
10. You must **report any change of address or residence** to I3S within **10 days** of the change. In turn, I3S will send this information electronically to DHS.
11. If you **change your name**, you must report it to I3S and provide legal documentation that reflects the name change within 10 days of the change. You must do the same for your dependents if their name changes.
12. You must apply for an **extension** of your program of study prior to the expiration date on your I-20 or DS-2019. Requests for extensions should be submitted at least 30 days prior to the expiration date of the I-20 or DS-2019.
13. You must obtain a new I-20 or DS-2019 if you **change your academic program from one degree level to another** (e.g., from Bachelor's to Master's level), or one major/field of study to another (e.g., from Chemical Engineering to Physics). You must also obtain a new I-20 or DS-2019 if your **source of funding changes** (e.g. from Scholarship to Parents).
14. Always consult with an I3S advisor prior to **traveling outside the U.S.** for verification of your status and travel endorsement on your I-20 or DS-2019.
15. If you wish to bring **dependents** in F-2 or J-2 status, you may request a dependent I-20 or DS-2019 from I3S.
16. You are **NOT allowed to work in the United States without authorization**. F-1 students, who are maintaining their F-1 status, are allowed to work on campus up to 20 hours per week (regardless of the number of on-campus jobs) when school is in session. During school breaks and vacations, you may work more than 20 hours per week on campus. J-1 students are only allowed to work on campus up to 20 hours per week with their J-1 program sponsor's authorization in advance. Students may be allowed to work off-campus with appropriate advanced authorization from I3S or DHS. An I3S advisor can provide you with more information about these employment regulations.
17. If you intend to transfer to another educational institution, you must notify I3S in advance of this transfer by submitting a completed Transfer-Out Request form along with official proof of admission from the new school.
18. If you need to **withdraw from classes, or need to leave the university**, you must report this to I3S immediately. If you report to I3S prior to your withdrawal, you will have 15 days to leave the United States. If you do not report to I3S, your status ends immediately.
19. The normal **grace period** to remain in the U.S. following degree/program completion is 60 days for F-1 students and 30 days for J-1 students. During this period, you are not allowed to work.

Visit the I3S Immigration webpage for up-to-date immigration related information: <http://www.wmich.edu/immigration>  
Always carefully read any correspondence from I3S. Please contact I3S should you have any questions or concerns.

I understand it is my responsibility to maintain my immigration status and I have received a copy of this form.

Signature of the student: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_