



How to Maintain your Student Status

1. EDUCATION

- Attend and satisfactorily complete all your classes
- Maintain full-time enrollment every quarter
 - Note: Audit course units are not applied to your enrollment total
- Do not drop any classes or take a break from studies without speaking with your **DSO (Designated School Official)**
- Abide by all University policies (including those listed in the University Catalog, Student Handbooks, or other direction from University officials)

2. MAINTAIN VALID IMMIGRATION DOCUMENTS

- I-20: you must be aware of the expiration date on your I-20. If you cannot complete your degree by that date, you must request a program extension within a timely manner. If you fail to do so, you will be considered out of status.
- Passport: you should keep your passport valid at all times.

3. CHANGE OF LOCAL ADDRESS

- If you move, you must report the change of address to your DSO within 10 days of moving. A Change of Local Address form may be obtained at your DSO's office.

4. WORK

- Do NOT work without authorization. If you want to work in the United States, talk to your DSO about obtaining authorization from U.S. Citizenship and Immigration Services (USCIS).
- For more information, see: <https://studyinthestates.dhs.gov/working-in-the-united-states>.

5. GRACE PERIODS

- Take action to maintain legal status after completing your program of study if you are planning to continue your studies or apply for a work visa.
- You have 60 days after the program end date on your Form I-20 to leave the United States.
- If you withdrew from classes with prior authorization, you have 15 days to depart the U.S. after the withdrawal date.
- If you withdrew from classes without prior authorization, you are not eligible for a grace period.

I, _____ (STUDENT NAME), understand my duties as briefly stated above, and agree to abide by all instructions given by my Designated School Officer. I understand that this may not be a comprehensive list, and that I remain responsible for all obligations.

STUDENT'S SIGNATURE

DATE