

**Morrisville State College**  
**Maintaining Lawful F-1 Student Status in the United States**

Under U.S. law, you are fully responsible for abiding by the rules governing your F-1 student status. **You are required to follow the requirements and responsibilities of F-1 student status as explained below:**

- **Keep your passport valid**
- **Report any address or name change to the International Student Advisor (ISA) and PDSO, Dr. Marsha L. Cornelius, or DSO, Ms. Stephanie Lawhorne.**
- **Have a valid SEVIS issued Form I-20**  
Make sure the information on your I-20 is accurate. If there are any changes in the information on your form I-20, such as name, citizenship, degree level, major, or funding, you **MUST** notify the ISA or the PDSO and obtain an updated I-20.
- **Always be full-time**  
Non-immigrants who are in the United States on F-1 Visas are required to maintain full time enrollment during both the fall and spring semesters (a minimum of 12 credit hours per semester). Always remain in a full course of study OR request and receive permission from a DSO before dropping below a full course of study or withdrawing from all classes.
- **Obtain permission to be less than full time BEFORE you drop, withdraw, or stop attending classes**  
Do not drop, withdraw, or stop attending any course without first checking with the ISA or the PDSO. A few limited exceptions to the full-time requirement exist, but you must obtain permission in advance.
- **Obtain permission from the ISA or the PDSO before you change your major**  
You must obtain a Form I-20 with your new major/program information listed.
- **Only work as authorized**  
F-1 students may work on-campus up to 20 hours per week when school is in session and full-time during official school breaks. In order to work off-campus, you must get permission from the ISA or the PDSO and the U.S. Citizenship and Immigrations Services. Curricular Practical Training (CPT = a required internship or work experience) and Optional Practical Training (OPT = non-required internship or work experience related to program of study) require paperwork and updates in SEVIS prior to beginning them. *Never work without authorization.*
- **Have a valid travel endorsement/signature on your Form I-20 in order to return to the U.S.**  
To re-enter the U.S. after traveling abroad, F-1 students need a travel endorsement/signature from the ISA or the PDSO dated within the past 12 months. F-1 students on OPT are recommended to have one dated within the past 6 months if traveling outside the U.S.
- **Obtain a SEVIS transfer to attend another U.S. school.**  
If you plan to transfer to another school in the U.S., you must notify the ISA or the PDSO and be “transferred out” in SEVIS before your F-1 status ends.
- **File a federal income tax form for every year you are in the U.S., even if you did not receive any income.**

**I understand that it is my responsibility to comply with the requirements and responsibilities of my F-1 student status. I also understand that Morrisville State College is required by federal law to report in SEVIS regarding whether or not I am fulfilling the requirements of my F-1 status as explained above.**

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**Printed Name (Last, First, Middle Initial)**

**Student ID M#**

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**Local Mailing Address**

**Local Phone**

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**Local Physical Address (if different from mailing address above)**

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**Emergency Contact Information (name, relationship, telephone number)**

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**Non-college email address (optional)** \_\_\_\_\_

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**Signature**

**Date**