



## **Important Information for Current F-1 Students**

**Keep Documents Current** – Never let your Form I-20, your Passport, or your medical insurance coverage expire. The I-20 expires on the program end date.

**VISA:** Your visa is an entry document and can expire while you are present in the United States, but must be renewed at a US embassy if you depart the US and intend to reenter the US in the same visa category. Bring your passport with the new visa to the International Student Advisor's office for photocopying for your file.

**I-20:** Your International Student Advisor can extend your I-20 in 1-year increments as long as you have classes left to take to earn your degree and you have been maintaining status. The International Student Advisor will make a photocopy of the new I-20 once you have both signed it.

**Passport:** Most passports can be mailed to your country's consulate office in the US to be renewed or you may renew it in your home country. Bring your new passport to the International Student Advisor office for photocopying for your file.

**Medical Insurance** – Apply for and renew online at **[www.internationalstudentinsurance.com](http://www.internationalstudentinsurance.com)**. You may select the Budget, Select, or Elite policies. If you use an alternate insurance company, you must have basic medical coverage, including hospitalization, medical evacuation, and repatriation. You must pay for a minimum of four months of insurance to cover the entire semester. The full academic year (August – May) is preferred. Your insurance card will be copied each semester for your file.

**Maintain Visa Status** – To maintain your visa in good standing, you must register for and complete at least 12 credit hours in the fall and spring semesters. The summer semester is your vacation period. The second criteria for maintaining status is to not engage in any unauthorized employment. The final criteria is you must be making progress towards your program objectives – completion of 12 credits each semester with a minimum cumulative 2.0 GPA. You may have criteria at a higher level that is required to remain eligible for a scholarship or other purposes.

**Driver's License** – Driver's licenses are issued to F-1 students in one year increments up to the program end date on the student's I-20 form. You must



bring your valid I-20 and your passport to the Department of Motor Vehicles (DMV) to be issued a new driver's license or to renew one.

**Signature for Travel** – If you intend to travel outside the US, please bring your I-20 to the International Student Advisor's office at least 2 weeks prior to your intended travel. The international student advisor should be the one to sign your I-20; however, the Assistant Registrar's can also sign it.

**Social Security Numbers** – A Social Security number (SSN) should only be needed if an employer has hired you to do a job for them so they can collect taxes from your paycheck. An apartment complex should not require one to rent an apartment, a bank should not require one to open a bank account, and a cell phone company should not require one to open a cell phone account. Please see the International Student Advisor on your campus with the name and phone number of the person requesting a SSN for purposes other than employment, and an International Student Advisor will talk with them to see why they need it. An International Student Advisor (ISA) can write a letter stating you are an international student and do not have a Social Security number, if needed.

**Work Authorization** –

**On campus:** International students are allowed to work on campus in positions that provide direct support to students for up to 20 hours per week during fall and spring and up to 40 hours in summer.

**Off campus:** No off-campus employment is allowed unless you have applied and been approved by USCIS for work authorization. Types of work authorization that you can apply for include: OPT (Optional Practical Training), CPT (Curricular Practical Training), or Economic Hardship. Off-campus employment requires an EAD employment authorization document (card) which is issued to those who are approved to work.

All employment requires you to apply for a Social Security number. You will need to get a letter from Human Resources department of the place of employment to bring to the Social Security office to apply for an SSN. The Social Security number is a way of identifying employees to tax their income for government purposes.

**File Tax Return** – You are required by law to file a tax return before April 15, whether you worked last year or not. If you did work last year, by January 31 you should have received from your employer a W-2 showing the amount of money earned and the amount of taxes taken out and paid to the government. Non-immigrant visa holders will file a Form 1040 NR-EZ or 1040 NR. You can obtain



these forms on the Internal Revenue Service (IRS) website by clicking [here](#). Most of you will file the Form 1040 NR-EZ. The deadline to file taxes is April 15.

Most of you that worked will receive back all or most of the money you had taken out of your pay when you fill the Form 1040 NR-EZ.

**Advising** – See your International Student Advisor for course advising at least 2 weeks before priority registration begins to review your degree audit and educational plan for course scheduling in the upcoming semester.

**Registration** – Check the college calendar or stop by the Advising office to determine the registration dates for the next semester. Make plans to register early for the best course selection. You must register for a minimum of 12 credit hours and only one course, or 3 credit hours, of the 12 hours may be offered in an online format. You may take more online classes as long as you have 9 hours of classroom instruction each semester. Prior to withdrawing from a course, please contact your International Student advisor. You MUST present a valid medical insurance card at the time of registration. The card must show that your policy is valid for the duration of the entire semester before you will be registered. This is a state requirement and a college policy and will be strictly enforced.