

F-1 Status Rules and Responsibilities

The US Department of Homeland Security (DHS) grants F-1 status to individuals for one purpose: to study full-time in a degree seeking program in the U.S. Other activities, such as employment, are privileges, authorized with special written permission, in specific circumstances. ***Penalties for failing to follow the rules will result in loss of F-1 status and all related benefits and privileges and could lead to removal (deportation) from the U.S.***

This guide is designed to make sure you are aware of your responsibilities as a student in F-1 status. DHS expects you to know and follow all rules all of the time. Following the rules is **your** responsibility. The team at International Student Services (ISS) is the **only** sources of information and advice regarding your F-1 status while studying at the Community College of Philadelphia.

Rules & Responsibilities:

READ YOUR I-20: Before signing your I-20, please read page 3 carefully. Also read all resources provided by ISS. Contact ISS with any questions.

FULL-TIME ENROLLMENT: You must be a **FULL-TIME** student every semester.

- Register and complete 12 credits or more each semester at Community College of Philadelphia.
- Enroll in at least 9-credits on-campus or hybrid per 12-credits (only one fully online class can be counted towards fulltime enrollment)
- Contact ISS if you have any registration problems. If there is a reason you cannot register for 12 credits, you must seek written permission from ISS before the semester begins—this is only allowed in certain circumstances.
- Do not drop or withdraw from a course during the semester for any reason without written approval from ISS under any circumstances. At the end of each semester, you must have 12 credits on your schedule.
- Go to class: The College has a strict attendance policy. If you do not go to each class session, you may be dropped from class placing you below the required 12 credits.

DISTANCE EDUCATION: Do not enroll in more than one class of distance education per 12-credits. Such a course can count no more than 3 credits toward full time enrollment. Distance education (e.g. “remote learning” or “virtual learning”) courses are courses taught online where a teacher and students are not physically present in a classroom, even if the class is live.

CHANGING EDUCATION OBJECTIVES: You may not change academic major/programs of study during your first academic year (two terms, typically fall and spring). Academic major changes ARE permitted after one year is successfully completed.

CHANGES IN YOUR SITUATION: You must report the following for you (and any F-2 dependents) to ISS within 10 days:

- Change in immigration status
- Change in local home address in the US
- Change in legal name
- Change in major (curriculum) or program level

WORK: Do NOT work anywhere off campus unless you obtain work authorization from USCIS, DHS or authorization on the I-20 from specifically for Curricular Practical Training (CPT). *Possession of a Social Security Card/Number does NOT grant you the right to work in the U.S.*

FINANCIAL SUPPORT: Do not expect to receive any financial assistance or to work, even on campus, in the U.S. Demonstrating financial means is a requirement for admission to make students aware that they will need to have funds available for their study term.

ON-CAMPUS JOBS: If you obtain an on-campus job, work no more than 20 hours per week while school is in session. On-campus employment is only allowed if your I-20 has not expired, you have not graduated, and you are a continuing student maintaining valid F-1 status.

OPTIONAL PRACTICAL TRAINING (OPT): F-1 students are eligible for one year of work or OPT after the completion of a degree. Students should apply for OPT up to 90-days before their program end date, and submit both the OPT Application (I-765) and Extension of Status (EOS) Application (I-539) simultaneously. Students may not begin work until they have been approved and have an approval notice and EAD card in hand.

TUITION PAYMENTS: Pay the tuition and fees for non-residents of Pennsylvania in full by the deadline established by Records and Registration, as stated in the catalog. *F-1 students are never considered residents of Philadelphia or the state of Pennsylvania for tuition purposes. Notify ISS **immediately** if there are any delays in payments; otherwise, you risk falling out of status! Tuition and fees are subject to change at any time.*

COMPLETION DATE ON YOUR I-20: Students must complete their academic program by the program end date on the I-20. This may require enrollment during winter and/or summer sessions. Students should work with their Academic Advisors, Counselors and Program Curriculum Coordinators to plan each semester so an extension is not necessary, barring an unforeseen circumstance.

If you need more time to complete your program, you must submit an I-20 Extension Request to ISS **BEFORE the end date, but as early as possible, to begin the Extension of Stay process with USCIS.** The delay in program completion must have been caused by a compelling academic or medical reason and not by academic probation or suspension. If the EOS is denied, you may not appeal and are expected to leave the United States.

FINAL SEMESTER: When you are in your final semester, you should report to ISS at least three weeks before the last day of classes to update the following:

- If you will complete your studies before or after the expected completion date on your I-20
- If you will apply for Optional Practical Training
- If you plan to transfer to another school

TRANSFERRING TO ANOTHER SCHOOL: If you plan to transfer to a new school, you must notify ISS by completing the "SEVIS Transfer Out Request" form in MyCCP so your request can be processed before the end of your last semester. The transfer must be completed with an international student advisor at the new school by following that school's instructions. If you are completing your program at CCP, the transfer must be processed no later than 30 days from your completion of studies date.

You may not transfer to another institution within your first year of study at CCP. You may not transfer to another two-year institution (i.e. attempting another Associate Degree) after graduating from CCP.

30 DAY GRACE PERIOD: After completing your program, you have a 30-day grace period to transfer to another institution, apply for OPT*, change status, or depart the United States. The “Admit Until Date” on your I-94 will reflect the last day of your grace period.

TRAVELING OUTSIDE THE US: Obtain a travel signature from ISS on your I-20 before you travel internationally.

PASSPORT: Maintain a valid passport. Your passport should be valid for at least 6 months in the future.

OTHER IMMIGRATION DOCUMENTS: Keep updated copies of all immigration-related documents, including renewals, replacements, I-94 electronic record each time you (re)enter the U.S. ISS may ask for a copy of your latest I-94 record at the start of the semester, after periods of travel, or at any time to update student documentation. You can access your I-94 record here: <https://i94.cbp.dhs.gov/home>

URGENT SITUATIONS: In an urgent situation, contact ISS before you withdraw from classes. If you obtain approval from ISS, you will have a 15-day grace period to depart the U.S.

TAX FILING: File non-resident tax forms each year as required by federal regulations of the Internal Revenue Service. Tax Form 8843 and additional paperwork may be required. ISS will communicate with students during tax time with details related to filing taxes.

HEALTH INSURANCE. The College requires that you maintain adequate medical insurance coverage during your time in F-1 status. The College provides information on international student insurance companies with instructions on how to sign-up.

VIOLATIONS: Understand that if school records indicate or if it is learned that you have fallen out of F-1 status or violated the rules and regulations, ISS is required under federal law to report such violation to DHS by terminating your I-20.

I have carefully read this form and I understand the requirements of my F-1 status and my responsibilities as an F-1 student. I understand that if my F-1 student status is violated in any way, I will not be eligible to receive any benefits or privileges, and it may lead to deportation from the United States. If I am ever unsure about my F-1 status responsibilities, I know that I should consult ISS before taking any action.

Student Name:	Student Signature:	Date:
Student ID Number:	City of Birth:	Country of Birth:
Student Email Address:		