

ODU F-1/J-1 STUDENT RESPONSIBILITIES UNDER SEVIS

International students and ODU have responsibilities for providing Immigration with notification of certain events during an F or J student's studies. The role of the VISA staff is to provide you with information, advising, and assistance so that you can maintain your lawful status while in the U.S. **VISA (not academic advisors, GPDs, friends, etc.) is your PRIMARY resource for issues connected to your visa status.**

Please **INITIAL OR SIGN EACH SECTION** in the space provided to indicate your understanding of the following:

1. **In the spring and fall semesters, I will register for a sufficient number of credits and, if necessary, submit a Reduced Course Load Request (RCL) by the RCL deadline for the semester or before I drop below my required course load.** Undergraduates must complete at least 12 and graduate students must complete at least 9 credits each fall and spring semester without an RCL. _____
2. **A limited number of online, off-site or distance learning coursework credits can be taken each fall and spring semester.** UG students must have at least 9 and graduates must have at least 6 in the classroom with the professor; 3 or more credits can be distance learning. My final semester coursework cannot be solely online. In addition, I cannot major in a web-based/online-only academic program. _____
3. **I will make sure my I-20/DS-2019 does not expire. If I need more time to complete my degree, I will apply for an extension 30 days before my form expires.** The expiration date is in section 5 on the I-20 and section 3 on the DS-2019. The form to request a new I-20/DS-2019 is in the FORMS section of the VISA web site. Also, my passport must be valid for six months into the future at all times. _____
4. **I will maintain membership on the ISSlist listserv and read my ODU student e-mail at least once a week.** These are the main forms of communication from VISA, who can only e-mail my ODU student account (e.g. msmit001@odu.edu)—not specialized Computer Science, Physics, etc., accounts. _____
5. **If I leave ODU for a semester or longer (including permanently), I will submit either a Leave of Absence form or a Program Departure form. If neither form fits, I will meet with my VISA advisor.** These forms are available on the VISA web site. Submitting these forms allows VISA to properly update my information in SEVIS and the University database. _____
6. **If I change my status to an another visa or to a Permanent Resident,** I will submit a PDF of my I-797 approval notice. _____
7. **I realize that I must plan ahead and submit requests to VISA in advance of when I need them.** Current processing times are posted in the VISA office and on the VISA web site for reference. _____
8. **I must maintain health insurance for myself and my dependents in the U.S. from companies approved or required by university policy, as per information posted on the VISA web site.** _____
9. **If I travel, I must request a re-entry signature from VISA in advance of my departure based on the posted VISA Processing Times, or visit the office on Travel Signature Day.** Also, I will keep track of my visa expiration date and be sure to apply for a new one on my next trip, if necessary. Information on recommended documentation can be found on the Travel Reminders page of the VISA site. _____
10. **I will apply for a new I-20/DS-2019 if any changes to the information on the form occur.** Examples of situations in which a new form is needed: new financial information, change of major, change of name, change of citizenship, etc. _____
11. **I will not work off-campus in the U.S. without prior, written approval from VISA and/or Immigration.** This is true even if the employer or my department says it's okay to work. _____
12. **I understand that I am allowed to work on campus no more than 20 hours per week.** _____
13. **I will report changes in my address in the U.S. or in my home country within five days.** This is done by submitting an address update form via the FORMS page on the VISA site. I will also log into LeoOnline to update my "Permanent" address in LeoOnline. The "current," "mailing," etc., addresses are not used by VISA or ODU for international students. _____
14. **I will notify VISA of any dependents in F-2 or J-2 status who are accompanying me and when they return home for anything longer than a vacation.** I will follow the requirements outlined on the Dependent Responsibilities Form. _____
15. **I will complete the official Immigration transfer process if I change schools.** This process involves submitting a Transfer Out Form (from the VISA web site), obtaining an I-20 or DS-2019 from the new school, and reporting to the international office at the new school within 15 days of the program start date. _____
16. **I acknowledge that it is my ultimate responsibility to maintain my visa status and my good standing at the University by following the above and any subsequent updates in Immigration law, VISA processes and/or ODU policies that are announced on the web site and/or the ISSlist.** VISA will do everything possible to help me, but I must still meet my responsibilities. I understand that if I am not in good standing with ODU, I am in violation of my visa status and will meet with an VISA advisor to discuss my Immigration options. _____

Student Name (Print) & UIN

Student Signature

Date