

ODU F-1/J-1 Student Responsibilities Under SEVIS

International students and ODU have responsibilities for providing USCIS with notification of certain events during an F or J student's studies.

1. **ENROLLMENT:** In the spring and fall semesters, I will register full-time (12 credits for undergraduate, 9 credits for graduate) OR submit a Reduced Course Load (RCL) Request by the RCL deadline for the semester or before I drop below my required course load after the end of registration.
2. **ONLINE CLASSES:** I can ONLY take one class (3 credit hours) of online distance learning credits in order to fulfill the required full-time enrollment. My final semester coursework cannot be solely online.
3. **EXPIRATION DATES:** 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. Also, my passport must always be valid for six months into the future.
4. **MAILING LIST:** I will maintain membership on the ISS mailing list and thoroughly read emails from VISA.
5. **DEPARTURE:** If I leave ODU for a fall/spring semester or longer (including permanently), I will submit either a Leave of Absence form or a Program Departure form.
6. **CHANGE OF STATUS:** If I change my status to another visa (such as H-1B) or to a Permanent Resident, I will submit a PDF of my I-797 approval notice or a copy of the new visa I obtained abroad.
7. **HEALTH INSURANCE:** I must, as an F-1/J-1 visa holder, maintain health insurance for myself. All J-2s must, per the Department of State, have health insurance; F-2s are strongly encouraged to have coverage and it is my responsibility to cover health insurance and medical expenses for my family.
8. **TRAVEL:** If I travel, I must request a re-entry signature from VISA in advance of my departure.
9. **I-20/DS-2019 UPDATES:** 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.
10. **OFF-CAMPUS EMPLOYMENT:** I will not work off-campus in the U.S. without prior, *written* approval from VISA and/or USCIS. Off-campus employment and/or activity includes internships, practicums and volunteer work. I understand that each individual is responsible for his or her own tax determination and compliance
11. **ON-CAMPUS EMPLOYMENT:** I understand that I am allowed to work *on-campus* no more than 20 hours per week. I understand that each individual is responsible for his or her own tax determination and compliance
12. **SEVIS ADDRESS:** I will report changes to my address in the U.S. or in my home country within five days.
13. **DEPENDENTS:** I will notify VISA of any dependents in F-2 or J-2 status who are accompanying me and if they return home permanently or change visa status. I will follow the requirements outlined on the Dependent Responsibilities Form.
14. **STUDENT ATHLETES ONLY:** As a recipient of an Athletic Scholarship, I acknowledge that once the check-in process is completed, I must contact the VISA Office Manager at intlstu@odu.edu to apply for an Individual Taxpayer Identification Number (ITIN) or inform that I have one.

I acknowledge that *it is my 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 through email. I understand that if I am not in good standing with ODU, I am in violation of my visa status and will meet with a VISA advisor to discuss my options.

Student Name (Print) & UIN

Student Signature

Date