

## **JWU INTERNATIONAL STUDENT RESPONSIBILITIES**

1. You must attend the school for which you are authorized; make sure to use the Form I-20 or DS-2019 Johnson & Wales University provided to you to enter the United States.
2. Make sure your Form I-20 or DS-2019 and passport are up-to-date and is always valid. When any relevant information on your Form I-20 or DS-2019 changes (name, country of citizenship, major, financial resources, etc.), you must immediately report such changes to [your International Student Advisor] and obtain a new Form I-20 or DS-2019.
3. Be aware of the expiration date on your Form I-20 or DS-2019. Remember, if necessary, you can extend your Form I-20 or DS-2019 no later than 30 days **before** it expires. You should always know your program end date by checking your most recent Form I-20 or DS-2019.
4. F-1 and J-1 students must carry a **full-time** course of study every semester from August to May. **Failure to maintain full-time status will result in the loss of your F-1 or J-1 status.** This means as follows:
  - **Undergraduates must take:**
    - A minimum of four 3-semester credit hour courses each semester (i.e., 12 credits each semester)
    - At least 9-semester credit hours of face-to-face instruction is required per semester; you may take any credits above that online
  - **Graduates must take:**
    - A minimum of three 3-semester credit hour courses per semester (i.e., 9 credits each semester)
    - At least 6-semester credit hours of face-to-face instruction is required per semester; you may take any credits above that online
    - Must be in courses of face-to-face instruction for the entire 16-week semester
  - If there is only ONE class remaining in your last semester, it may NOT be online
  - If summer is your last semester, you must maintain full-time status or complete a Reduced Course Load (RCL) Form approved by your academic advisor
5. On-campus employment must be limited to a total of 20 hours per week while school is in session. If you work more than 20 hours per week, your Form I-20 or DS-2019 status will be terminated.
6. Off-campus employment (Practicum, Curricular Practical Training, Optional Practical Training, or Academic Training) may only be granted after you apply to the United States Citizenship and Immigration Services (USCIS) through International Student Services Office (ISSO). **DO NOT WORK OFF-CAMPUS WITHOUT AUTHORIZATION FROM USCIS.**
7. Check your travel documents to be certain they are in order before leaving the United States. All trips outside the United States require a signature on your Form I-20 or DS-2019 from a Designated School Official (DSO) or Responsible Officer (RO) at the ISSO to re-enter the United States. Signatures require updating every semester.

8. Report a change of residence to ISSO and USCIS no later than 10 days of the change through your jwuLink.
9. Whether you have worked the previous year or not, you must file your tax form with the Internal Revenue Service (IRS) on or before April 15 of each year, you reside in the United States.
10. It is your responsibility to understand and comply with the terms of your immigration status during your stay in the United States. Violations of immigration regulations could jeopardize your F-1 or J-1 status and the ability to stay lawfully in the United States.

I, \_\_\_\_\_ (print name legibly), have read and understood this document. The aforementioned responsibilities are ones I agree to undertake to ensure the maintenance of my student status.

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Signature

J#

Date (MM/DD/YYYY)

**NOTICE:**

*JWU is providing this information and all other information it provides elsewhere (including orally or in writing through correspondence, e-mail, its website, or anywhere else) as a service to you and other international students, administrators, employees, and faculty of Johnson & Wales University. No such information constitutes legal advice on any immigration, tax, or other matter. JWU attempts to provide useful information, but it makes no claims, promises, or guarantees about the accuracy, adequacy, or completeness of such information. Given that legal advice must be tailored to the specific circumstances of each case, and laws are constantly changing, nothing provided herein or elsewhere should be used as a substitute for the advice of competent counsel. Neither JWU nor ISSO is responsible for any errors or omissions contained herein or elsewhere in relation to the information provided or for the results obtained from the use of such information. **THIS DOCUMENT DOES NOT CONTAIN ALL RELEVANT INFORMATION ABOUT YOUR RIGHTS; IT IS NOT COMPREHENSIVE. IT IS MEANT MERELY TO HIGHLIGHT A FEW MATTERS OF POTENTIAL IMPORTANCE.***