



INTERNATIONAL PROGRAMS

F-1 Student Responsibilities

The U.S. government requires international students and institutions such as Hollins University to follow strict guidelines. Disregarding federal regulations or failing to abide by them can potentially lead to the termination of status for a student. **It is crucial that students keep their passports and other documents current and organized.** It is also necessary that students notify the International Programs office of any and all changes to their academic status and contact information.

Students must keep two documents with them during study in the US:

1. Most current **I-94** form (see Glossary); and
2. **I-20** form showing that they are authorized to attend school in the United States

Maintaining Status While in the U.S.

You **MUST**:

- Keep your passport updated
 - **It must remain valid for at least 6 or more months beyond your program end date.**
- Maintain a valid I-20
 - A valid I-20 will include a program completion date that has not yet passed (excluding the grace period—see “Final Departure”), unless your stay has been officially extended by the DSO.
- Enroll at and attend the school which has issued your current I-20
 - **You cannot enter the US on an I-20 issued by Hollins University if you will not be arriving on campus and attending classes here.**
- Maintain a full courseload during your program of study
 - Full-time students will be registered for **14 credits as undergraduates, or 9 credits as graduate students.**

Exceptions can be made for students who have difficulties with English or with teaching methods in the American classroom during their first term, medical difficulties at any point during the program, or students who require fewer credits than a full courseload to complete their degree. **You must receive approval from International Programs staff for a reduced courseload before dropping below full-time status.**

- Notify the PDSO and DSO of the date of departure and reason for leaving if you will permanently depart the U.S. before the completion date listed on your I-20

Reasons for leaving early can include, but are not limited to: Early graduation, leave of absence, suspension or expulsion.

- Report any change in your legal name, citizenship, legal status or address (both U.S. and foreign) **within 10 days.**
- Complete an F-1 Registration Form prior to the start of each term, including summer.
 - This form will provide us with information about your **current program of study, physical address, mailing address, and any changes in your academic or financial standing.**

You **MUST NOT:**

- Accept any unauthorized employment in the U.S.
- Fail to report any changes to your status or other required information
- Fall below a full courseload without prior approval by DSO and SEVIS
- Fail to make “normal progress” on your degree
Poor academic performance resulting in academic probation may affect your nonimmigrant status. If you are worried that your grades may cause you to fall out of status, please visit International Programs to discuss your situation.