

Denise V. Allison
Assistant to the Dean/Dir. of International Student Services
Haverford College Chase 201
Tel: 610-896-1232
Fax: 610-896-4960
E-mail: dallison@haverford.edu

MAINTAINING YOUR LEGAL STUDENT STATUS

Now that you have entered the United States of America (U.S.) as a nonimmigrant in F-1 student status, it is important that you abide by the regulations that govern your stay. The Office of International Student Services can assist you in maintaining your legal student status and dealing with the United States Customs and Immigration Services (USCIS). However, you are responsible for finding out, knowing, and following federal regulations that pertain to your status. If you are the least bit uncertain about your status, check with Denise Allison, Designated School Official (DSO). You may also telephone or visit the field office in Philadelphia at 600 Callowhill Street, Philadelphia, PA 19130. However, Immigration officials who respond to telephone calls or in-person inquiries may not always be aware of the intricacies of F-1 regulations, so contact Denise Allison about issues of concern. You can also visit the USCIS website for information:

USCIS: <http://www.uscis.gov/portal/site/uscis>
SEVP: <http://www.ice.gov/sevis/>
Maintaining Student Status: <http://www.ice.gov/sevis/SEVISFactSheet.htm>
Employment (On-Campus) http://www.ice.gov/sevis/employment/faq_f_on1.htm
(Off-Campus): http://www.ice.gov/sevis/employment/faq_f_off1.htm

To maintain your legal status, you MUST:

1. Keep your passport and visa valid.
2. Maintain fulltime enrollment (4 courses per semester) and normal progress toward your degree. The measure of normal progress is the rate at which the average fulltime student in our program advances toward his or her degree. Working to complete courses designated as incomplete from the previous semester is not maintaining normal progress. If you find yourself in this situation, consult with Lee Watkins and Denise Allison, in addition to your dean or academic advisor.

Be mindful of academic requirements; falling below the required GPA and violating the Honor Code might constitute separation from the College. Read and become familiar with the contents of the Student Guide and the [Haverford College Catalog](#) (Catalogue).

Exchange students are required to take a minimum of 3 courses per semester. Three courses must be taken at Haverford College.

3. If you are transferring to Haverford College, contact Denise Allison (DSO) or Lee Watkins, Principal Designated School Official (PDSO) to complete the transfer procedures for you. The transfer process must be completed within the first 15 days of classes.

If you are considering transferring to another school, or plan to study abroad or study away at another school in the U.S. for a semester or a year, consult with Denise Allison, in addition to your dean and academic advisor, before making the decision.

4. Limit your on-campus employment to a maximum of **20 hours per week** while school is in session. You can work on-campus fulltime (35-40 hours a week) during vacation period and summer months.
5. **Never work off-campus without authorization from Denise Allison and/or USCIS.** Beginning to work off-campus without proper authorization from USCIS is considered the most serious violation of your status; it renders you illegally present in the U.S. You must be in good student status for one academic year (9 months) before you can apply to work during the summer months, immediately following graduation or a combination of both, but never exceeding twelve months.

As the off-campus employment authorization can take two to three months to obtain, it is very important that you consult with Denise Allison **before** you plan to work. Please also keep in mind that it is illegal to begin work in anticipation of being granted permission to do so; you must have permission first.

Once you have gained authorized employment off-campus, we need to have a certified letter on official letter head from your employer, containing the name, address, telephone number, and signature of your employer. If you have multiple employers, the same is required from all of them.

You will need a Social Security card to work. Please check out the website: www.ssa.gov/online/forms.html and click **SS-5** or call 1-800-772-1213 for Form SS-5. (Denise Allison also has SS-5 Forms in her office.) You must go in person to apply for your card. Please read the instructions on obtaining a Social Security card provided by Denise Allison's office.

6. If you plan to leave the country over vacation breaks, please be sure to have your I-20 document signed by the registrar, Lee Watkins, in Chase 103. The I-20 must be signed once a year to remain valid, but only if you leave the country and plan to return to the United States. Please do not wait until the last moment to have your I-20 signed and **do** call Mr. Watkins in advance (610-896-1023). If Mr. Watkins or Denise Allison is not available, Donna Ferguson or Donna Mancini can also sign the I-20 Form.
7. If you **change your address, telephone number or job**, notify the DSO in writing within 10 days (this includes the period while you are on OPT (Optional Practical

Training) and also fill out the change of address form in the Registrar's Office or on line at http://www.haverford.edu/registrar/forms/Address_Change_Form.html.

If you **declare or change your major**, you must consult with the PDSO.

If your **financial support** has been changed, provide up-dated (original) documentation to the DSO or PDSO.

If you change your **U.S. Immigration Status**, evidence of such is required by the DSO.

8. After you have completed your program of study and any authorized practical training you must leave the United States of America or apply to change your immigration status within the appropriate time frame that has been granted to you as an F-1 Student. **F-1 status allows you to remain 60 days after your completion date.**

I have read and agreed to comply with the U.S. Government regulations regarding my status as a non-immigrant student at Haverford College. I also understand the terms and conditions of the services provided by the Office of the Dean and agree to comply with these terms and conditions. I furthermore authorize the Office of the Dean to request further information from me regarding my immigration status in the United States. I attest that I have read and understood page 2 of my SEVIS certificate (I-20 Form).

(Please Print) First Name Middle Name Last Name

Signature _____ Date _____