

PURPOSE OF THIS FORM

All F-1 students must review, initial, and sign this form to certify their understanding of the responsibilities and requirements they must adhere to while attending Florida Poly and studying in the United States (US). This certification must be completed and submitted to International Student Services (ISS) no later than 3 PM on the last day of the DROP/ADD period ([please see Academic Calendar](#)). **Students must keep a copy of this agreement for reference.**

F-1 STUDENT IMMIGRATION & UNIVERSITY REQUIREMENTS

Please review and [initial next to each requirement](#) to verify you have read and understand the regulation.

_____ **1. FULL-TIME STATUS.** I am required to be enrolled full-time during both the Fall and Spring semesters unless I have applied for and been approved for a [Reduced Course Load \(RCL\)](#). I understand that withdrawal grades (W) and audited classes (X) are **not** counted in determining a full-time study, but grades of failure (F) **are** counted.

_____ **2. REPORTING CHANGES.** I am required to report to my DSO any changes to contact information, name, marital status, visa status, major, and any other changes to my status **within 10 days of the change**.

_____ **3. EMPLOYMENT REGULATIONS (ON/OFF-CAMPUS).** I must contact my DSO for employment authorization for **on or off-campus**; this includes the required internships for IDS 4940 **prior** to starting work.

- **On-Campus Employment:** I may **not** work more than 20 hours per week while classes are in session during the Fall or Spring semesters. When school is not in session (breaks), I may work up to 40 hours per week (full-time), and I am responsible for keeping track of my work hours.
- **Off-Campus Employment:** I **cannot** work off-campus unless I apply and have DSO and/or USCIS approval. This applies to [Curricular Practical Training \(CPT\)](#), [Optional Practical Training \(OPT\)](#), [International Organization Internship](#), [Economic Hardship](#), and [Special Student Relief](#).

_____ **4. PASSPORT.** My passport (and dependents, if applicable) must be valid for **at least six months in advance** during my entire stay in the US. I am required to [renew my passport](#) if it will expire before the completion of my program of study.

_____ **5. PROGRAM EXTENSIONS.** I am considered to be "making normal progress" if I pursue and complete a full course of study before the program end date on my I-20. If I am unable to complete my program before this end date, I must submit a [Program Extension Request](#) to my DSO **at least 30 days before** my program end date.

_____ **6. PROGRAM OR EDUCATION LEVEL CHANGE.** I must submit a [Program of Study Change](#) request to the Registrar's Office if I desire to change my major, and a [I-20 Change Request](#) and all additional required items, to my DSO if I am making a change to my education level.

_____ **7. TRANSFERING TO ANOTHER US SCHOOL.** I am currently authorized to study at Florida Polytechnic University, if I have applied and been accepted at another U.S. SEVP-certified school, I **must** submit a [SEVIS Transfer-Out Request](#) to the DSO, along with a copy of my admission letter (or email). I understand that if approved, on my "release date" my SEVIS record will be transferred to the DSO at my new school, and if I have current employment authorizations, they will end on this release date (if on OPT any time left will be terminated).

_____ **8. REPORT U.S. DEPARTURES.** If I decide to depart the US and leave Florida Poly due to early graduation, leave of absence, suspension, or family emergencies, I am **required** to notify the DSO of my departure date, reason and to provide confirmation of my travel dates (e.g., copy of ticket, ticket receipt, travel itinerary).

F-1 STUDENT IMMIGRATION & UNIVERSITY REQUIREMENTS (continued)

_____ **9. TRAVEL AUTHORIZATION.** If I intend to travel outside of the US, I must submit confirmation of travel dates and the [Travel Signature Request](#) to the DSO **prior to travel**, to obtain travel endorsement on my I-20.

_____ **10. 60-DAY GRACE PERIOD.** I understand that after I complete my program of study, I will have a **60-day grace period**, in which I am expected to provide notification of my intent to depart the US, transfer to another institution or, if eligible, change to another nonimmigrant visa status. If I fail to depart the US or notify the DSO of my intent, **I will be in violation of my F-1 visa status.**

_____ **11. U.S INTERNATIONAL STUDENT TAX FILING REQUIREMENT.** I am required to meet the [US International Student Tax Filing Requirement](#), even if I have not earned an income in the US **by April 15 of each year**. The university provides [Glacier Tax Preparation](#) as an option to prepare the required tax return, but I may choose another service. I understand that my DSO and other Florida Poly employees cannot distribute tax advice or assist with filing taxes. I must contact a legal tax professional for assistance with filing my taxes.

_____ **12. DSO SEVP REPORTING.** I understand that I must comply with DSO requests for updates and specific information, and that they are required to report if I am maintaining my status to the Department of Homeland Security (DHS) in the SEVIS database, which includes:

- Change of address within 10 days
- Change of field of study, degree level or visa status
- Completion of study
- Disciplinary action taken by university as a result of a criminal conviction
- Dropping below full-time status without approval
- Employment authorization
- Enrollment status or failure to enroll each semester
- Failure to otherwise maintain status
- Program extensions
- School transfers
- Termination date and reason for termination (e.g., Academic Suspension, Early Withdrawal)

_____ **13. HEALTH INSURANCE REQUIREMENT.** I am required to have health insurance that meets the [minimum requirements](#), and must provide confirmation of coverage for the academic year; failure to provide proof of coverage will prevent registration and place me in violation of my F-1 status.

_____ **14. TUITION & FEES REQUIREMENT.** I am responsible for paying all tuition, fees, and other costs owed to the university even if I am financially sponsored by another person or agency, I am responsible for fulfilling all sponsorship agreements, monitoring payments, and paying any outstanding balance, if the sponsor/agency does not fulfill their obligations. Failure to pay will result in a hold being placed on my record, preventing registration, and placing me in violation of my F-1 status.

_____ **15. HOUSING & TRANSPORTATION REQUIREMENT.** I am responsible for securing housing and transportation as required (if living off-campus and from the airport) **prior** to the start of classes.

STUDENT CERTIFICATION OF UNDERSTANDING

My initials above and signature below certifies I have read and understand my responsibilities and the requirements to maintain lawful F-1 status while studying at Florida Poly. I will adhere to all immigration regulations and guidelines to the best of my ability, and if I have any questions regarding my F-1 status, I must contact ISS and speak with a DSO.

Student Signature: _____ Date Signed: _____