



F-1 Undergraduate Student Maintain Your Status Checklist

This checklist is to assist F-1 undergraduate students with maintaining their status and to comply with the Student Exchange and Visitor (SEVP) program they are participating in. **It is strongly recommended to save this checklist and review it at the beginning of each semester, preferably during priority registration.**

NOTE: This checklist serves as a courtesy reminder and **does not** replace or cover all SEVP regulations.

Remember to notify a DSO if there are any changes to your program, name, personal contact information, or visa status no later than 10 days of the change AND to follow [ISS Processing Deadlines](#).

COMPLETE EVERY SEMESTER | Recommend completing during Priority Registration

- ✓ [SEVIS Registration](#) – due no later than the last day of the [Drop/Add Period](#)
 - **Enroll in 12 credit hours or more** (you must be enrolled full-time to maintain your F-1 status)
 - **Meet with an [academic advisor](#)** to ensure you enroll in classes required for your program of study
 - **EXCEPTION:** Eligibility and approval for a [Reduced Course Load \(RCL\)](#) (approval required – must submit no later than the last day of the [Drop/Add Period](#))

COMPLETE AFTER YOU EARN 72 CREDIT HOURS | Apply for Curricular Practical Training (CPT)

- ✓ **Enroll in [IDS 4940](#)** Professional Internship Experience course after securing an internship offer
- ✓ **Apply for [Curricular Practical Training \(CPT\)](#)**
 - You must complete prior to graduation; program extensions **will not** be granted for CPT
 - You **cannot** work off-campus internships without CPT approval

COMPLETE INTERNATIONAL STUDENT TAX FILING REQUIREMENT | Due April 15th every year)

- ✓ All international students must complete THE US tax filing requirements **every year by April 15th** please review the [International Student Handbook](#) for more information and resources and the:
 - [International Student Tax Filing Guide](#)

COMPLETE PRIOR TO TRAVELING OUTSIDE OF THE UNITED STATES (US)

- ✓ **Complete [Travel Signature Request](#) form prior** to traveling to obtain DSO signature on I-20
 - Upon return submit an updated copy of your **I-94, Arrival and Departure** record – print [here](#)

COMPLETE DURING FINAL SEMESTER | Complete no less than 30 days prior to program end date

- ✓ [Apply for Graduation](#) – if you will complete your program requirements before your I-20 end date
- ✓ [Apply for Program Extension Request](#) – if you will not complete your program requirements before your I-20 end date (**cannot be used due to failing classes, academic probation, or suspension**).
- ✓ Apply for [Optional Practical Training \(OPT\)](#) as early as **90 days before** your I-20 end date

IMMIGRATION REGULATION RESOURCES:

[International Student Handbook](#) | [SEVP Immigrations and Customs Enforcement \(ICE\)](#) | [Study in the States](#)

Email [ISS](#) or [Schedule DSO Appointment](#) if you have additional questions about this checklist or other requirements.