

## 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

**As an F-1 student you are required to comply with the following regulations to maintain your status.**

- 1. FULL-TIME STATUS.** You are required to be enrolled full-time during both the Fall and Spring semesters unless you have applied and been approved for a [Reduced Course Load \(RCL\)](#); withdrawal grades (W) and audited classes (X) are **not** counted in determining full-time study, but grades of failure (F) **are** counted.
- 2. REPORTING CHANGES.** You are required to report any changes to a DSO; this includes any changes to your contact information, name, marital status, visa status, major, and any other changes to your status **within 10 days of the change**.
- 3. EMPLOYMENT REGULATIONS (ON/OFF-CAMPUS).** You must always contact a DSO for employment authorization for **on or off-campus**; this includes the required internships for IDS 4941 **prior** to starting work.
  - **On-Campus Employment:** You 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), you may work up to 40 hours per week (full-time), and are responsible for keeping track of your work hours.
  - **Off-Campus Employment:** You **cannot** work off-campus unless you 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.** Your passport (and dependents, if applicable) must be valid for **at least six months in advance** during your entire stay in the US; you are required to [renew your passport](#) if it will expire before the completion of your program of study.
- 5. PROGRAM EXTENSIONS.** You are "making normal progress" if you pursue and complete a full course of study before the program end date on your I-20. If you are unable to complete your program before this end date, you must submit a [Program Extension Request](#) to a DSO **at least 30 days before** your program end date.
- 6. PROGRAM OR EDUCATION LEVEL CHANGE.** You must submit a [Program of Study Change](#) request to the Registrar's Office to change your major, and a [I-20 Change Request](#) to a DSO for a change of education level.
- 7. TRANSFERING TO ANOTHER US SCHOOL.** You are currently authorized to study at Florida Polytechnic University, if you have applied and been accepted at another US SEVP-certified school, you **must** submit a [SEVIS Transfer-Out Request](#) to the DSO, with a copy of your admission letter (or email). If approved, your "release date" SEVIS record will be transferred to the DSO at your new school; any employment authorizations will end on your release date (if on OPT any time left will be terminated).
- 8. REPORT US DEPARTURES.** If you depart the US and leave Florida Poly due to early graduation, leave of absence, suspension, or family emergencies, you are **required** to notify the DSO of your departure date, the reason and to provide confirmation of your travel dates (e.g., copy of ticket, ticket receipt, travel itinerary).

## F-1 STUDENT IMMIGRATION & UNIVERSITY REQUIREMENTS (continued)

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

**10. 60-DAY GRACE PERIOD.** After the completion of your program of study, you will have a **60-day grace period**, in which you are expected to provide notification of your intent to depart the US, transfer to another institution or, if eligible, change to another nonimmigrant visa status. If you fail to notify the DSO of your intent or do not depart the US, **you will be in violation of my F-1 visa status.**

**11. U.S INTERNATIONAL STUDENT TAX FILING REQUIREMENT.** You are required to meet the [US International Student Tax Filing Requirement](#), even if you do not have an 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 you may choose another service. It is important to understand that a DSO and other Florida Poly employees cannot distribute tax advice or assist with filing taxes; you must contact a legal tax professional for assistance with this.

**12. DSO SEVP REPORTING.** You must comply with all DSO requests for updates and information, 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 because 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.** You are required to have health insurance coverage 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 you in violation of your F-1 status.

**14. TUITION & FEES REQUIREMENT.** You are responsible for paying all tuition, fees, and other costs owed to the university even if you are financially sponsored by another person or agency, you are 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 your record, preventing registration, and placing you in violation of your F-1 status.

**15. HOUSING & TRANSPORTATION REQUIREMENT.** You are 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

***Your signature below certifies you have read and understand all F-1 student immigration and university requirements listed above and your responsibilities to maintain lawful F-1 status while studying at Florida Poly, and will adhere to all immigration regulations and guidelines to the best of your ability.***

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_