This checklist is to assist F-1 graduate students with maintaining their status and complying with the Student Exchange and Visitor (SEVP) program. We recommend saving this checklist and reviewing it at the beginning of each semester, preferably during priority registration.

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.

COMPLETE EVERY SEMESTER | Recommend completing during Priority Registration

- ✓ **SEVIS Registration** – due no later than the last day of the **Drop/Add Period**
- ✓ **Meet with your faculty advisor** to ensure you enroll in the classes required for your program of study
- ✓ **Enroll in 9 credit hours or more** (you must be enrolled full-time to maintain your F-1 status)
  - o **EXCEPTION:** Eligibility and approval for a **Reduced Course Load (RCL)** – must submit no later than the last day of the **Drop/Add Period** for the term you want the RCL.

COMPLETE EVERY YEAR | International Student Tax Filing Requirement

- ✓ All international students must complete the US tax filing requirements please view the **International Student Tax Filing Guide.**

ON-CAMPUS EMPLOYMENT | Optional, not required; must meet criteria

- ✓ Complete On-Campus Employment learning module via **CANVAS** to determine the criteria and process to apply.

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
  - o Upon return submit an updated copy of your **I-94**, *Arrival and Departure Record*

CURRICULAR PRACTICAL TRAINING (CPT) | Optional, not required; must meet criteria

- ✓ Complete the Graduate CPT online learning module via **CANVAS** and the Graduate CPT Request.
  - o You must have an internship offer and be eligible to enroll in EGN 5911 Research.
  - o You must complete it **prior to graduation**; program extensions **will not** be granted for CPT.
  - o You **cannot** work off-campus internships while enrolled, **without** CPT approval.

FINAL SEMESTER | Complete no less than 30 days prior to the 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.