



# F-1 Undergraduate Student Maintain Your Status Checklist

This checklist is to assist F-1 undergraduate students with maintaining their status and complying 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.** This checklist **does not** cover all SEVP regulations, students are responsible for contacting their DSO regarding changes or questions.

**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.**

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

## COMPLETE EVERY YEAR | International Student Filing Requirement

All international students must complete the US tax filing requirements **every year** please review the [International Student Tax Filing Guide](#) for more information and resources and the:

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

- ✓ Complete the Curricular Practical Training (CPT) learning module online via [CANVAS](#)
  - Enroll in IDS 4941 Professional Internship Experience course after securing an internship offer
  - You must complete prior to graduation; program extensions **will not** be granted for CPT
  - You **cannot** work off-campus internships **without** CPT approval

## 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
  - Upon return submit an updated copy of your **I-94, Arrival and Departure** record – print [here](#)

## 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](#)