

PURPOSE OF THIS FORM

All new F-1 students must review and sign this form to confirm their understanding of United States (U.S.) immigration regulations and university policies while enrolled at Florida Polytechnic University. Students must keep a copy for their reference, and return a signed copy to [ISS](#) no later than **5:00 p.m. (EST) on the [last day of the Drop/Add period](#)**.

IMMIGRATION & UNIVERSITY REQUIREMENTS

Full-Time Enrollment

- I must enroll full-time each Fall and Spring semester unless approved in advance for a **Reduced Course Load (RCL)**.
- I understand that withdrawal (W) and audit (X) courses do not count toward full-time status, while failing grades (F) do.

Reporting Changes

- I must notify my DSO within **10 days** of any changes to: name, address, contact information, marital status, major, visa status, or other circumstances that may affect my record or status.

Employment Regulations (On/Off-Campus)

- I must contact my DSO to confirm my eligibility prior to starting an internship or employment.
 - **On-Campus:** I must be cleared by both my DSO and Human Resources before working.
 - During Fall/Spring, I may work up to 20 hours per week; during breaks, I may work full-time.
 - **Off-Campus:** I may not work off-campus without prior DSO and U.S. immigration authorization.

Passport Validity

- My passport (and dependents' passports, if applicable) must remain valid for at least 6 months beyond my program end date. I am responsible for renewing my passport as required by my home country. If my passport expires while abroad, I may be denied re-entry.

Program Extensions

- If I cannot complete my program before the end date on my I-20, I must request a Program Extension from my DSO at least **30 days before** my I-20 expires.

Program or Education Level Changes

- To change my major, I must file a **Program of Study Change** with the Registrar.
- To change education level, I must submit a new **Recertification of Finances** form and receive a new I-20.

School Transfers

- To transfer to another U.S. school, I must submit a **submit a transfer request** to my DSO along with my new admission letter. My SEVIS record will transfer on the release date; any current employment authorization will end on that date.

Early Departure from the U.S.

- If I leave before completing my program (withdrawal, suspension, leave of absence, family emergency, etc.), I must notify my DSO and provide proof of travel (ticket, receipt, or itinerary).

Travel Outside the U.S

- Before traveling internationally, I must request a travel signature and submit my travel dates to my DSO.

60-Day Grace Period

- After completing my program (if not on OPT), I have **60 days** to depart the U.S. transfer to another school or change to another visa status. Failure to act within this period results in termination of my F-1 status.

U.S. Tax Filing Requirement

- I must file the required U.S. tax forms annually, even if I did not earn income, and understand that information and resources will be provided to me annually at the end of January to explain the requirement and process to file.
- I understand Florida Poly staff cannot provide tax advice and will offer access to **Glacier Tax Prep (GTP)**, to assist me with completing the required forms.

SEVIS Compliance

- I must comply with DSO requests for information and updates. My DSO is required to report to the U.S. Department of Homeland Security (DHS) via their government database, SEVIS, on matters such as:
 - Address or major changes
 - Enrollment status, withdrawals, or suspensions
 - Program extensions or transfers
 - Employment authorizations
 - Criminal or conduct sanctions
 - Terminations and reasons for termination

Health Insurance Requirement

- I must maintain continuous health insurance that meets university requirements, including during breaks and summer; failure to provide proof of coverage prevents registration.

Tuition & Fees

- I am responsible for all tuition, fees, and expenses—even if sponsored by a third party; if my sponsor fails to pay, I must pay the balance. Failure to do so will result in registration holds and jeopardize my F-1 status.

Housing & Transportation

- I am responsible for securing housing and transportation and must provide confirmation of both before classes begin.

Fraud Prevention Policy & Documentation Integrity

- I have read and understand Florida Poly's Fraud Prevention & Detection policy and understand that submitting fraudulent information is a crime and will result in termination of my F-1 status.
- My DSO is required to report suspected or confirmed fraud, which will result in SEVIS termination, possible removal from the U.S., and loss of eligibility for future visas.

STUDENT CERTIFICATION OF UNDERSTANDING

By signing below, I confirm that:

- *I understand the immigration and university requirements outlined above.*
- *I will comply with all U.S. immigration regulations and Florida Polytechnic University policies.*
- *I understand that failure to comply may result in termination of my F-1 status and loss of enrollment eligibility.*
- *I will contact ISS if I have any questions about these requirements.*

Student Name (print): _____ Student ID: _____

Student Signature: _____ Date: _____