



## **International Student Services Office of Admissions and Records**

### **F-1 STUDENT RESPONSIBILITIES**

When you were issued your Form I-20, you became active in SEVIS (Student and Exchange Visitor Information System), a tracking and information system within the US immigration agencies. The OUHSC Office of Admissions and Records routinely reports the following information about you to SEVIS:

- Personal Information—Address Information
- Financial Information
- Academic Program information updates
- Enrollment each semester
- Disciplinary Action
- Program Extension
- Drop below full course of study (must be approved prior to dropping)
- Resumption of full course of study
- Practical Training Employment
- Off-Campus Employment
- Early Termination of Studies
- Completion of Program of Study
- Adding Dependents(s)
- Update Dependent(s) Information
- Terminating Dependent(s)
- Reentry of Dependent(s)

#### **Report Address Changes Within 10 Days**

US federal regulations require all F-1 students to report a change of address within 10 days of the address change or of arriving in the US. Notify OUHSC ISS of any changes and we will update your new information in SEVIS.

#### **Use Your OUHSC E-mail Account**

Please access your **University of Oklahoma Health Sciences Center** e-mail account as soon as possible. You will receive periodic emails from the OUHSC ISS. This is our primary method of updating you about important immigration information. We will not send e-mail to your personal e-mail account.

#### **Maintain Full-Time Enrollment in Required Semesters (Fall and Spring)**

- Undergraduate students **must enroll in and complete** a minimum of 12 credit hours per required semester.
- Graduate students who **do not** have a campus appointment as a Research or Teaching Assistant **must enroll in and complete** a minimum of 9 credit hours per required semester.
- Graduate students who **do** have a campus appointment as a Research or Teaching Assistant **must enroll in and complete** a minimum of 6 credit hours per required semester.
- Students whose initial semester (indicated by their I-20 program start date) is the summer semester must be enrolled full-time for the summer semester (6 credit hours for undergraduate students and 3 credit hours for graduate students).
- Students are not required to be enrolled full-time in their final semester.
- Anytime you have **less than full-time enrollment**, you are required to have permission from an international advisor prior to dropping below full-time. Final semester students who are under-enrolled must obtain permission prior to the end of the drop/add period. *Failure to do so could result in a termination of your visa status.*

#### **Maintain a Valid Passport**

Passports are valid with an expiration date of 6 months into the future, otherwise an international student is considered out of status.

**Report Changes in Your Academic Program to International Advisor**

Students must notify the OUHSC ISS whenever there is a change in their academic program or program dates.

**Apply for an Extension Prior to the I-20 Expiration**

Students must apply for an extension no less than two weeks before I-20 form expires if they intend to extend their stay at the OU Health Sciences Center.

**Receive Transfer Authorization Prior to Leaving OUHSC**

Students must receive authorization from an international advisor before leaving the OU Health Sciences Center if they wish to transfer to another institution. OUHSC ISS staff must release you in SEVIS before you can transfer your SEVIS record to a new institution.

**Obtain Travel Signature Prior to Departing the US**

Students must obtain an International Advisor’s signature on the I-20 form prior to traveling outside the US. Contact the HSC ISS staff for an appointment at least 2 weeks prior to departing the US.

**Depart the US within 60-Day Grace Period**

Students must depart the US within 60 days of the I-20 graduation date or program end date, whichever is earlier, unless they have applied for optional practical training (OPT), a new degree program, or a change of status to another visa classification and the application is pending with the USCIS.

**Understand the Restrictions on Your Employment Authorization**

Students in valid F-1 student status are permitted to work 20 hours per week on-campus during the semester, and more than 20 hours on-campus during vacation periods. F-1 students must obtain employment authorization from an international advisor or USCIS prior to working off campus. ***Working off-campus without authorization is a violation of F-1 status, and will result in SEVIS notification and a termination of your visa status.***

***The visa is only for entry purposes into the United States. As long as you remain in the US with an expired visa, you are maintaining your immigration status. Once you travel out of the US with an expired visa, a renewed visa will be required to enter back into the US.***

I have read and understand the above regulations pertaining to my F-1 student status.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Contact Information:**

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