

Student Guidelines for Maintaining Lawful F-1 Status

F-1 students are admitted to the United States for the “Duration of Status” (D/S). Duration of status means:

- the period during which you are pursuing a full-time course of study in an educational program prior to the completion date on the Form I-20;
- plus any authorized period of practical training;
- plus 60 days after completion of studies or practical training in which to apply for a change of status or leave the U.S. During this time you may no longer work on/off campus or use your I-20 for reentry to the U.S. after traveling.

During your stay in the United States, the responsibility for maintaining your immigration status lies with you. There are several requirements you must follow in order to maintain your F-1 status:

Requirement to Report to the Office of International Student and Scholar Services (OISSS)

You must report to OISSS with your passport, I-94 card arrival record and I-20 within 5 business days of your program start date. For students transferring to Brown University from another school in the U.S. your transfer is not completed until they have checked-in with OISSS.

Requirement to Maintain a Full Course of Study

You are required to register for and complete a full course of study each semester except during vacation. You may take the summer off, provided that you are eligible and intend to register for the next semester. Enrollment below full-time is only permitted with prior written approval by either the Dean of the College or the Graduate School and is authorized in very limited circumstances such as a) documented medical reasons (maximum one year), or b) legitimate, academic reasons (maximum one semester), or c) enrollment during final semester before completion. Please Note: Immigration regulations do not recognize financial problems as a valid reason for underenrollment. If you anticipate needing to enroll less than full-time, please see an international student advisor at OISSS before the semester begins.

Requirement to Maintain a Valid Passport

You must maintain a valid passport at all times. It is your responsibility to renew your passport **before it expires**. Applications for renewal or extension of a passport must be made with the Embassy or Consulate of the country issuing the passport. <http://www.state.gov/s/cpr/rls/fco/>

Requirement to Report Your Current Address

You are required by law to provide your current U.S. residential address and telephone number to the University and the U.S. Citizenship and Immigration Services (USCIS). Departmental addresses and foreign addresses are not acceptable. P.O. boxes are acceptable only if they are a Brown box number and in conjunction with a street address (e.g. 75 Waterman Street, P.O. Box 1111) Address updates must be reported to the Registrar’s Office within 10 days of a move.

Requirement to Follow Employment Regulations

F-1 students may work on-campus part-time (**no more than 20 hours per week**) while school is in session and full-time during school vacations and summer. Off-campus employment is not permitted during the first academic year in most cases. After the first year of study, restricted off-campus employment authorization may be requested at OISSS. Off-campus work authorization requires permission from OISSS and in some

cases the U.S. Citizenship and Immigration Services USCIS). **Working off-campus without specific written authorization is a serious violation of F-1 status.**

Requirement for Receiving OISSS Authorization for Travel outside the United States

Necessary documents for F-1 and F-2 travel outside the United States and for reentry to the U.S. include:

- A valid passport
- A valid F-1 or F-2 visa stamp
- An unexpired Brown University SEVIS I-20 with a recent OISSS travel signature (not older than 12 months by the anticipated return date). **You should request a travel signature from OISSS at least three days prior to traveling.**

It may not be necessary to extend an expired visa (stamp in your passport) when traveling to Canada or Mexico for less than 30 days. Please check with OISSS regarding eligibility requirements for automatic revalidation of an expired visa.

Requirement to Report a Change of Educational Program or Level

You are required to keep your I-20 current and updated at all times. If you change degree levels (for example, from a Master's to Ph.D.) or majors (for example, from chemical engineering to physics) you must request and obtain a new I-20 from OISSS, even if you continue in the new program at Brown University.

Requirement to Request an Extension

You are required to request an extension at least 30 days **prior to the expiration date of your I-20** if you are unable to complete your studies before the program completion date on your I-20. In order to receive an extension, you must meet the following criteria:

- Your F-1 Status has been continually maintained.
- Compelling medical or academic reasons, other than probation or suspension, caused the delay in completion.

Submit to OISSS a departmental advisor's extension request letter along with proper documentation of financial support. OISSS will issue a new I-20 to you and will document the extension via the Student Exchange Visitor Information System (SEVIS).

Requirement to Complete a Transfer of SEVIS Records

You are currently authorized to attend Brown University (If you have a Brown University I-20). If you decide to attend another school in the U.S., you must notify your international student advisor of your intent to transfer and what school you are planning on transferring to.

Your international student advisor will then enter a "Release" date in SEVIS (this date should be before you begin at your new school). After this date is reached, your new school can issue you an I-20. You will then need to report to the Designated School Official at the new school within 15 days of your new program start date.

Please note that failure to complete the transfer process within the first fifteen days of your first semester at Brown University could result in the loss of your F-1 status.

Requirements for F-2 Dependents

Dependents (spouse and/or children under 21 years of age) who accompany F-1 students to the United States are admitted in F-2 status. F-2 dependents may not be employed in the U.S. and may only engage in taking occasional classes incidental to status (please consult with your OISSS advisor if you have questions about this). F-2 dependents who wish to pursue an academic degree are required to change to F-1 non-immigrant status. F-2 dependents are not eligible for a Social Security Number.