

STATEMENT OF RESPONSIBILITY

(Please read each of the statements below and ask questions about any that you do not completely understand)

1. Maintaining Your Visa Status: You must follow the rules that apply to your non-immigrant visa (F-1, F-2, J-1, J-2, etc.) in order to maintain your legal status.

- Your passport must be valid for at least six months at all times.
- Any change of address or name change must be reported to the University within 10 days (see item 11).

For F-1 and J-1 Students:

- You must attend the school specified on your I-20 or DS-2019.
- You must register for and complete a full course of study each semester.
- You must notify ISSS when you change your major or degree program level (e.g. change from BA to MA) or change your funding (expenses, amount or source) more than 25%.
- You **must** receive approval from ISSS **before**:
 - a) registering for less than (or dropping below) a full course of study (see item 3).
 - b) terminating your program of study.
- You must receive work authorization before you engage in any employment off-campus (see item 9).
- You must notify ISSS if you plan to transfer to another school. ISSS must transfer your SEVIS record before another school can issue you an I-20 or DS-2019.
- If you are transferring to the University of Minnesota, you must complete the transfer process (register full-time and receive a transfer completed I-20 or transfer in DS-2019) within 15 days of the beginning of classes.

2. Health Insurance Requirement: All international students (F-1, J-1) and their dependents are required to enroll in the mandatory University of Minnesota Student Health Benefit Plan (SHBP) unless you are covered by the Graduate Assistant Health Insurance Plan or a U.S.-based employer sponsored health plan.

- **For J-1 students only:** You must carry health insurance for yourself and any dependent/s for each day you are in the U.S. The mandatory University of Minnesota Student Health Benefit Plan exceeds the minimum coverage required by the U.S. Department of State. Failure to carry health insurance will result in termination from the J-1 program and loss of legal status.

3. Full-Time Enrollment:

- U.S. immigration law requires that F-1/J-1 students register for and complete a full-course of study each semester:
 - a) 12 credits for undergraduate and non-degree students.
 - b) 6 credits for graduate students.
 - c) Professional School Programs: Check with department.

- If you cannot enroll full-time or you need to withdraw from a class and fall below the minimum amount of credits outlined above, you must be authorized to drop below a full course load by ISSS before the beginning of the semester or **before** dropping below full-time enrollment. You must submit the “**Reduced Course Load**” request that is available on MyISSS.

4. Up to three distance education credits per semester

(F-1 students only): No more than the equivalent of 3 online/distance education credits per semester may be counted towards the “full-time enrollment” requirement and you must complete the credits within the semester. This includes courses offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing.

5. International Students cannot enroll using the 99

PRD (Professional Development Program) registration status. You cannot receive an I-20 or DS-2019 if you apply to and enroll in the University through 99PRD. Your registration for 99PRD will be reported to USCIS as being “discontinued” from your college of admission and will result in violation of legal status.

6. English Test Score Level: If your English test scores are below the required level, you may be required to enroll in, attend, and pay for ESL tests or courses.

7. You must pay all your tuition, fees, loans, and other

University bills: Nonpayment will result in a registration hold and may result in loss of legal status. Non-degree seekers may not use the installment plan.

8. If you are financially sponsored by another agency

or organization: It is your responsibility to fulfill the requirements outlined in your sponsorship agreement, monitor payments made to your University account, and pay all outstanding University bills and other expenses if your sponsoring agency does not fulfill its obligations. Failure to maintain these responsibilities will result in a registration hold and may result in loss of legal status.

9. Work Permission: If I-20/DS-2019 was issued by the University, you may work on-campus up to 20 hours per week while school is in session and full-time during official vacation periods and semester breaks. Any off-campus employment requires prior authorization by ISSS or the USCIS.

- **For J-1 students only:** All J-1 students on a DS-2019 issued by the University of Minnesota have approval to work on-campus from ISSS. When you begin on campus employment, your SEVIS record must be updated. You are required to e-mail ISSS at jwork@umn.edu with the name of the employer/organization/department, address and the employment start date.

- **For J-1 students only:** If your DS-2019 was not issued by the University of Minnesota, you are required to obtain permission from your program sponsor to be employed on- or off-campus.

10. Keeping Immigration Documents Up-to-Date:

- Upon initial entry, and any subsequent change, F-1/J-1 students must present their own and F-2/J-2 dependents' documents to ISSS including: I-20 or DS-2019, passport, entry visa, and I-94 entry record. Notify ISSS immediately if you or your dependents change visa status.
- Keep your documents safe and save all your new and old I-20s (or DS-2019s) during your stay in the U.S.
- Apply for an extension at least 30 days in advance if you will need to continue your program after the end date printed on your I-20/DS-2019.

11. If your name or address changes (or that of any dependent(s) in the U.S.), you must update your account at myu.umn.edu; click on "My Info". This must be done within 10 days. When registering for classes, always use your residential U.S. address, do not use your foreign or University department address. Failure to report such changes to the University will result in loss of legal status. Update "Current Mailing" address type.

12. Use of Public Funding: As a nonimmigrant, you are not eligible to use any type of public funding during your stay in the U.S.

13. You must file a U.S. Income Tax form by April 15 each year, even if you have not earned any income in the U.S. ISSS provides resources for tax assistance but does not offer any tax advising.

14. Travel: If you are travelling outside of the U.S., you will need the following documents in order to re-enter: valid passport, valid entry visa, valid I-20 or DS-2019, and a valid re-entry signature (page 3 of I-20 & lower right corner on DS-2019). See our website for more information.

15. Grace Period:

- F-1 students who complete a program of study are provided a 60-day grace period. The 60-day grace period is calculated from the date of program completion. For undergraduate and Master's students in Plan C or coursework only programs, this is the final day of your last semester of registration. Travel outside the U.S. during the grace period results in a forfeiture of the remainder of the grace period.

- J-1 Exchange visitors are given a 30-day grace period following their program end date.

16. Dependents: Study and work in the U.S.

For F-2 dependents only:

- F-2s may enroll in courses part-time
- F-2s are prohibited by law from being employed.

For J-2 dependents only:

- J-2s may enroll for courses.
- J-2s may work only after receiving employment authorization from the USCIS.

17. Unlawful Presence: If you violate your F-1/J-1 status, you may become unlawfully present in the U.S. The Department of Homeland Security will count your days of "unlawful presence" as starting on the day the violation occurred even if the violation was unintentional. Accumulating 180 days of unlawful presence results in a 3 year ban from the U.S., and accumulating one year (365 days) of unlawful presence results in a 10 year ban.

18. Release of Information: Your records and other information resulting from services you receive from ISSS are private and will ordinarily not be released without your prior written consent. However, the information may be shared within ISSS or with other University offices on a need-to-know basis. In addition, state and federal laws place some limits on confidentiality and may require ISSS to share information, without your permission, with other offices.

We are required to share information with the appropriate University or government offices if you discuss with us:

- An imminent and credible threat of harm to yourself or another person.
- An incident of sexual assault, sexual harassment, relationship violence, or stalking that occurred on campus, occurred during a University program or activity, or was committed by a University student or employee.
- Any physical abuse, neglect or sexual abuse of children or vulnerable adults within the last three years (including abuse of you if you were under the age of 18 at the time).
- As required by the Department of Homeland Security or other U.S. government agencies who may be designated to request information.

Review z.umn.edu/issconfidentiality for more information.

STATEMENT: *I have carefully read these responsibilities and understand their importance. I am aware that my legal status in the U.S. depends on fulfilling these responsibilities. If I have any questions at any time about these matters, I know that I may consult with an ISSS adviser.*

Signature

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Print Name

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University ID Number							