

## **F-1 Student requirements to “Maintain Good Immigration Status”**

### **1. Report to the Austin Peay within 30 days of I-20 start date**

### **2. Always Enroll Full Time**

F-1 students must be full-time students status every semester. F-1 students may only count 3 credit hours of online courses toward full-time enrollment requirements.

### **3. Update your Local Address**

Federal immigration regulations require you to update your local residential address, including a from one residence hall to another, within 10 days of any address change within the U.S. including changes from one residence hall to another. You do this by sending an email to the Coordinator of International Education [tarpyt@apsu.edu](mailto:tarpyt@apsu.edu) Note: Post Office Box Numbers (Mail Box) cannot be substituted. If you live on campus, your address for this purpose includes the name of your residence hall and your room number.

### **4. Maintain the validity of your immigration documents**

#### **Keep your passport valid**

You should keep your passport valid for at least six months in to the future while you are studying in the U.S. Consult your country's consulate or embassy in the U.S. to renew your passport. You can find the contact information for your consulate at: <http://travel.state.gov>.

#### **F-1 Extension**

Item #5 on your I-20 is your “program end date,” otherwise called your “completion of studies” date. If you are unable to complete your course of study by that time, you must apply for an extension. If you do not file for an extension with the Coordinator of International Education at least two weeks before that date, you will be out of status.

#### **Change of Degree Program or Level**

If you are changing degree levels, for example, from Bachelor's degree to Master's degree, the process will be taken care of when you “transfer out” of Austin Peay to attend another school.

#### **Discuss Transfer Plans with a DSO**

If you plan to transfer to another school or to go on to attend graduate school after you graduate from Austin Peay State University , notify a DSO.

If you are currently authorized to work off campus due to economic hardship, your off-campus work authorization terminates when you transfer. You must re-apply for off-campus work authorization at your new school.

#### **Photocopy Your Immigration Documents**

You should make photocopies of your immigration documents and keep the copies and originals in a safe place. Photocopy:

- the passport photo page
- the visa page of your passport
- both sides of your I-94 Form (even if the back side has no writing)
- your DS-2019

### **5. Do Not Work Off-campus Without Prior Authorization**

**On-campus Employment:** F-1 students are permitted to work on campus for 20 hours per week during the academic year and 40 hours per week during summer and winter breaks.

**Off-campus Employment:** Off-campus employment is any type of work or services performed in exchange for money, tuition, fees, books, supplies, room, food or any other benefit that does not take place on the Austin Peay State University campus. A work permit is required before any off-campus work is allowed. See the Coordinator of International Education for advice and assistance. If you are a newly-arrived transfer student authorized to work off-campus at your previous institution, you must re-apply for off-campus work authorization before working off-campus while attending APSU.

### **6. Notify the Coordinator of International Education When You Leave the U.S. or Change Visa Status**

When you finish your program and leave the U.S. permanently or you change to another visa status (for

instance if an employer plans to do an H1B visa application for you after you graduate or finish your OPT), let Coordinator of International Education know in person or by email.

### **7. Traveling outside of the United States Re-entering the U.S. after a Temporary Absence**

To re-enter the U.S., you need to have the following documents:

- Valid passport (except Canadians unless entering from outside the Western Hemisphere)
- Valid F-1 or F-2 visa stamp (except Canadians)
- Current I-20 with a valid signature (see I-20 Endorsement)
- Proof of financial support (bank statements and/or scholarship, financial aid)
- Proof of enrollment (certificate of enrollment or transcript).

### **Renewing Your Visa Stamp**

If you need to renew your visa stamp in order to re-enter the U.S., you must apply in person to a U.S. embassy or consulate abroad. Applicants are normally required to submit the following documentation:

- Valid passport
- Current passport-size photographs
- Valid Form I-20 (3 pages)
- Proof of financial support (bank statements and/or scholarship, or financial aid letter)
- Proof of enrollment (certificate of enrollment or transcript).

### **I-20 Travel Endorsement**

Your I-20 should be endorsed by the Coordinator of International Education for travel at the bottom of page 3 of the I-20. Check to make sure that the signature will be valid at the time you plan to reenter the U.S. Each signature is valid for 12 months. (Example: signed 5/15/2005 will be valid until 5/14/2006.)

### **The Visa Stamp**

The F-1 visa in your passport was obtained at a U.S. embassy or consulate abroad and is used to enter the U.S. You can think of it as your ticket to enter the U.S. It is only when you are leaving the U.S. and need to return that you must be sure to obtain a valid U.S. visa stamp for reentry. This means that you do not need to panic about an expired visa, as long as you are not planning to leave the country. [Note: Canadian citizens are not required to have a passport (if entering the U.S. from within the Western hemisphere) or visa stamp, but they must show their I-20 and proof of Canadian citizenship at the U.S. port of entry.]