The Department of Homeland Security places the responsibility of learning and complying with immigration regulations on the student. The following information is very important for you to know as an F1 student. Failure to comply with these regulations is likely to seriously jeopardize your immigration status. Detailed information on these topics can be found at [www.howardcc.edu/admissions-aid/apply-for-admission/intl/orientation.html](http://www.howardcc.edu/admissions-aid/apply-for-admission/intl/orientation.html).

**Immigration Documents for F1 Students (Travel and Re-entry)**

- If I temporarily depart the U.S., I must have my I-20 signed by a Designated School Official (DSO) **AT LEAST TWO WEEKS PRIOR TO LEAVING**.

- To reenter the U.S., I must have a valid passport, valid F1 visa, and an endorsed I-20.

**Maintenance of Status**

- I am required to enroll in, attend and complete a minimum of 12 credits in the Fall and Spring semesters.

- Of the 12 credit minimum enrollment, I must be enrolled in at least 9 classroom (non-online) credits.

- Of the 12 credit minimum enrollment, all my courses must be taken for credit and not audited.

- I am required to make satisfactory progress toward my degree. I am subject to the Academic Standing Policy of Howard Community College. If I am on academic probation or if I am academically dismissed from Howard Community College, my I-20 may be terminated.

- I may NOT withdraw from classes to less than 12 credits in the fall or spring semester, **unless I first have written permission from the Designated School Official (DSO). Withdrawing to below 12 credits without permission can result in the termination of my I-20**.

- I must complete my degree program by the program end date on the I-20.

- I understand that an extension of the I-20 must be requested prior to my program end date noted in Item 5 of the I-20. Extensions can only be granted for specific reasons. An extension cannot be granted for failing to meet satisfactory academic progress.

- I am required to follow the Howard Community College Student Code of Conduct. I understand that it can be found in the college catalog, in the student handbook, and on the college website.

**Working and Taxes**

- I may only work on-campus (not to exceed 20 hours/week during the Fall/Spring terms, or full-time during Winter/Summer terms) so long as I maintain F1 status.

- Unauthorized employment is not allowed and is considered a violation of F1 status. **DSOs are required to report instances of unauthorized employment to the Department of Homeland Security and to terminate the I-20 of a student who unlawfully works.**

- Permission to work off-campus is granted through the Department of Homeland Security. It is granted only under special or extreme circumstances (please see an international advisor for more information).
If my I-20 is terminated for a status violation, I lose all benefits related to maintenance of F1 status, including on-campus work authorization.

I must follow U.S. tax laws and submit an annual income tax statement to the Internal Revenue Service (IRS) even if I do not have U.S. income. If I lawfully work, I must file federal and state tax returns

Other Required Notifications/Health Insurance Requirement

I am required to report a change in my address to the Department of Homeland Security within 10 days of changing my address. Changes in address, phone number, and e-mail must be reported to the DSO by completing a Change of Information form and returning it to the Office of Admissions and Advising. Changes must be reported within 10 days. Notification to the Department of Homeland Security is completed when the DSO reports the address change in SEVIS.

Students who want to change their learning program must meet with a DSO to complete a Change of Area of Study form. A new I-20 may be required when I change my learning program.

I am required to have health insurance while attending Howard Community College. Proof of health insurance, with coverage adequate for care in the U.S., must be shown to a DSO before the start of classes.

I am required to report any changes in my immigration status to a DSO, especially if an application is filed that may change my immigration status.

I am required to report my transfer to another institution or my departure from the U.S. to a DSO.

My signature on this document shows my agreement with these statements:

- I understand that under the laws of the United States and the State of Maryland, the responsibility is mine to understand regulations affecting my F1 status. Failure to understand and follow these regulations could result in the termination of my I-20.
- I understand that as a student at Howard Community College, it is my responsibility to follow the Student Code of Conduct. Failure to do so will result in the penalties described in the Student Code of Conduct.
- I understand that the Designated School Official is required by law to report information to the Department of Homeland Security as described in the orientation and as otherwise required.
- I have attended orientation and have access to online materials on the above information.

Printed Name

Signature

HCC Student ID Number Date