



F1 INTERNATIONAL STUDENT CONTRACT

For Credit/Degree Programs

The Department of Homeland Security places the responsibility of learning and complying with immigration regulations on the student. Failure to comply with these regulations is likely to seriously jeopardize your immigration status and may result in a bar from the United States. Detailed information on these topics can be found on F1 Connect, the Canvas site for F1 students.

Initial on each line as verification that you have read and understand the terms of the contract.

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

_____ To reenter the U.S., I must have a valid passport, valid F1 visa, and an I-20 signed by a Designated School Official. A DSO signature should be dated within 5 months of travel and should be requested at least two weeks prior to departure.

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 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 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 must graduate from my degree program by the program end date on the I-20. If I am unable to complete my program by the I-20 end date, I should meet with an international student advisor to discuss my options at least one semester in advance of the end date.

Working and Taxes

_____ I may 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.

_____ 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).

_____ 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.***

_____ 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

Code of Conduct/Reporting Requirements/Health Insurance Requirement/Email

_____ 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.

_____ 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 or phone number must be reported to the DSO by completing a Change of Information form in the Office of Admissions and Advising. Notification to the Department of Homeland Security is completed when the DSO reports the address change in SEVIS.

_____ Changing my learning program requires a meeting 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 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.

_____ 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 understand that HCC email is the official means of communication from the College.

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 and a possible bar from the United States.
- 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 (DSO) is required by law to report information to the Department of Homeland Security as described in the orientation and as otherwise required.
- I have completed orientation and have access to online materials on the above information.

Printed Name

Signature

HCC Student ID Number

Date