

# SIUE - Statement of Responsibility for International Students

**I, the undersigned, acknowledge that as a non-immigrant student in the United States, I am responsible for and legally liable for the following:**

- I give consent to [International Affairs](#) to retrieve my I-94 records when I first arrive in the U.S.
- I must adhere to all laws and U.S. Department of Homeland Security (DHS) regulations pertaining to my stay in the United States and am legally liable for such adherence, including school transfers, change of degree level, work laws, and extensions.
- I understand that various (e.g. F, J, H, etc.) have different rules and regulations. I also understand that immigration laws are changed often and it is my responsibility to check with the ISSS regarding legal concerns.
- I understand that the Office of International Affairs is the **only University Office** designated to handle immigration and visa issues.
- It is my responsibility to check my SIUE email account regularly to receive valuable information and updates from ISSS regarding my immigration status.
- I must maintain a valid passport at all times, unless exempt from passport requirements.
- I understand that SIUE is required by law to submit my class registration and address information to the Department of Homeland Security (DHS) on an ongoing basis. This includes dropping or withdrawing from classes. This reporting is done through a computer system called **SEVIS**.
- I am legal to study only until the date specified on my I-20 or DS-2019.
- I must apply for an [extension of study](#) time **prior to the end on the I-20 or DS-2019** if an extension is necessary to complete the degree or program.
- I must change my [address](#) in CougarNet or at the Service Center in Rendleman Hall within 10 days of moving as required by DHS.
- I understand that I must maintain a [full course-load](#) each academic term (with the exception of summer) during my academic program:  
*Graduate: 9 hours*                      *Graduate Assistant: 6 hours*                      *Undergraduate: 12 hours*
- I may not count more than one online course (3 credit hours) toward my full course of study, as described above.
- I will not drop below full-time enrollment without first contacting ISSS Staff to discuss Reduced Course Load (RCL) eligibility. If eligible, I will apply for and await approval of the RLC prior to dropping below full-time enrollment.
- I may not work on campus more than 20 hours per week while classes are in session during the Fall and Spring semesters.
- I am not allowed to work off campus (including internships, externships, practicums, clinical rotations, etc.) in the United States without special government authorization.
- Updates to my immigration documents and record, including I-20 reprints, travel signatures, program extensions, employment authorizations, and Reduced Course Loads require advanced application and may not be immediately issued/authorized by ISSS Staff.
- I must notify the ISSS **in advance** if I intend to transfer universities.
- I must obtain a new SIUE I-20 or DS-2019 after being admitted to a new academic program from one degree level (e.g. from Bachelor's to Master's) or a change from one major to another.
- I must notify the ISSS office two weeks prior to my departure date if I plan to travel outside the U.S. in order for the form I-20 or DS-2019 can be endorsed for travel.
- I must notify ISSS of any accompanying dependents in F-2 or J-2 status including required immigration and biographical information.
- It is my responsibility to keep my parents or sponsors informed of my grades and academic progress.
- I must fulfill all financial obligations to SIUE or I understand that I will not be allowed to register for future academic terms.
- I must provide health insurance for me and all members of my family during my stay at SIUE. I understand that my classes will be cancelled without insurance verification.
- I must apply for my [OPT](#) or [OPT STEM](#) 90 days prior to my start date if I plan to work in the United States after my graduation.
- As an F-1 student, I must file a U.S. tax return every year, even if I did not have any income. Filing as an F-1 student includes any applicable F-2 dependents. ISSS Staff is unable to provide any tax assistance or advice.