

International Admissions and Programs

BASICS OF MAINTAINING YOUR F-1 STATUS

All University of Houston-Clear Lake international students are required to abide by strict regulations outlined by the Department of Homeland Security (DHS) and enforced by the University of Houston-Clear Lake. It is extremely important for you, as an F-1 student, to understand and comply with all immigration regulations that affect your stay in the U.S. The Office of International Admissions and Programs can guide you regarding these rules, procedures and regulations. By failing to comply with these regulations, you put your lawful immigration status in jeopardy. If you have any questions about maintaining your immigration status, please contact your International Student Advisor.

Maintaining Lawful F-1 Immigration Status:

- Maintain full-time enrollment (Undergraduate – 12 semester credit hours and Graduates – 9 semester credit hours). All concurrent enrollments must be approved and documented. Only one online class (or 3 online credit hours) can count towards full-time enrollment per semester.
- Carry a valid I-20 and know your I-20 expiration date. Contact your International Advisor immediately to discuss changes to your I-20 and/or program extensions.
- Report change of address online to the Office of International Admissions and Programs within 10 days of the change.
- Notify the Office of International Admissions and Programs immediately of any changes to include: enrollment status (credit hours), immigration status, address, major area of study, school transfer, leave of absence, or a permanent return to your home country. All information is reported to DHS.
- Accept only part-time on-campus employment during the fall and spring semesters (part-time is defined as up to 20 hours per week). Obtain work authorization through the Office of International Admissions and Programs and (if appropriate) United States Citizenship and Immigration Service (USCIS) for all off-campus employment. Your academic department and your International Advisor must approve internships and co-ops before you begin working. Employment must be directly related to your field of study.
- Working without payment is not the same as volunteering. The Office of International Admissions and Programs recommends that you discuss the details of any volunteer opportunities before participating.
- Abide by University rules requiring disclosure of information and prohibition of criminal activity.
- Ensure your passport is valid for up to 6 months into the future.
- Obtain travel signatures on your I-20 to re-enter the U.S. after traveling internationally. Submit travel signature requests at least one week prior to your departure or at least one week prior to the University closing for the holidays.
- Abide by the F-1 grace period rules.
- **Follow all DHS F-1 rules and regulations.** For more information, visit: <http://www.ice.gov/sevis/students>.

Examples of violations include:

- Failure to maintain a full course load without prior authorization for a reduction from the Office of International Admissions and Programs
- Failure to enroll by the date specified by the University
- Participation in unauthorized employment during your stay
- Failure to update your I-20 when you have changed your academic major
- Failure to leave the U.S. following completion of your program or program-related employment

Signature: _____

Date: _____