



The University of Pittsburgh
Office of International Services _____

F-1/J-1 Student Check-In and Compliance Form

PLEASE PRINT NEATLY AND BE SURE TO COMPLETE ALL FIELDS.

Biographical Information

Name: _____
Family Name *Given Name* *Middle Name*

Gender: Male Female Marital Status: Married Single Date of Birth ____/____/____
mm *dd* *yyyy*

U.S. Home Address:
 Street Address _____
 City, State/Province _____
 Postal Code _____
 Telephone _____ Fax _____ E-Mail _____

Emergency Contact Information

Contact Name: _____
Family Name *Given Name* *Middle Name*

Relationship to you (e.g., mother, father, brother, etc.): _____

City, State/Province _____
 Country and Postal Code _____
 Telephone _____ Fax _____ E-Mail _____

Maintaining your F-1 or J-1 Student Status

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN ON THE REVERSE

It is critical that international students in F-1 and J-1 status understand how to maintain their legal status in the United States. The Office of International Services is available to provide information and updates through our web site, email communications, information sessions, and individual advising appointments. However, each student is ultimately responsible for maintaining their own status. Students must be aware of and comply fully with the following compliance requirements set forth by the Department of Homeland Security (DHS) and the Department of State (DOS):

- You must maintain a valid passport at all times, unless exempt from passport requirements.
- You must attend the college/university DHS has authorized you to attend. This is the school that is listed on your Form I-20 or DS-2019. You must complete an official immigration transfer whenever you change educational institutions. This must be coordinated between your current and your new educational institution.
- F-1 and J-1 students must complete a full course of study during normal enrollment periods (Fall & Spring Terms). If you will not be enrolled full-time (9 credits or full-time dissertation study for graduate students; 12 credits for undergraduates), you must receive authorization/permission from OIS **in advance**. You and your academic advisor

(over)

must complete the OIS form, “*Request for Authorization to Drop Below Full-Time Enrollment*,” and submit it to OIS prior to registering for less than a full course load or prior to dropping below a full course load. Unless it is your first or last semester or your academic program requires summer enrollment, summer is considered a vacation term and students are not required to enroll in order to maintain status.

- ❑ You must apply for an extension of your program of study **prior to** the expiration date on your Form I-20 or Form DS-2019 if you cannot complete your program by that date. **F-1 students** must complete the OIS form, “*F-1 Extension Request*.” **J-1 students** must complete the OIS form, “*J-1 Student Extension Request*.” Extension requests should be submitted 30-60 days prior to the expiration date of the Form I-20 or Form DS-2019.
- ❑ You must obtain a new Form I-20 or Form DS-2019 **before** changing your academic program from one degree level to another (e.g., from Bachelor’s to Master’s level) or one major/field of study to another (e.g., from Chemical Engineering to Physics).
- ❑ You are **not** allowed to work in the United States without authorization. **F-1 and J-1 students** are allowed to work on campus up to 20 hours per week when school is in session (during the fall and spring semesters). There is no limit to the number of hours students may work during official school breaks (winter break, summer). **J-1 students** must receive permission from their program sponsor prior to beginning on-campus employment. If the University of Pittsburgh is the sponsor, a “*J-1 On-Campus Work Authorization Request Form*” must be completed and submitted to OIS. J-1 students with another program sponsor should contact their J-1 program sponsor directly. On-campus employment eligibility ends if you complete or withdraw from your academic program. Off-campus employment requires permission in advance and must meet certain conditions in order to be authorized. Students interested in off-campus employment should review the employment information on the OIS web site and consult with OIS to determine their eligibility well in advance of beginning any off-campus employment.
- ❑ **J-1 students** and their J-2 dependents are required by federal law to have sickness and accident insurance and medical evacuation and repatriation insurance in effect for the duration of their exchange visitor status, pursuant to 22 CFR 62.14. A willful failure to carry insurance is considered to be a violation of your legal status in the U.S. and will result in immediate termination of your status, pursuant to 22 CFR 62.45(d) and (f).
- ❑ You must report any change of address or residence and/or any change of name directly to the Office of International Services on a request form or via the Pitt Portal **within 10 days** of the change. OIS will then electronically notify DHS of the change, via SEVIS, with 21 days, as required by the regulations.
- ❑ You must notify OIS prior to traveling outside the U.S. so that the Form I-20 or Form DS-2019 can be signed for travel or a new form can be issued, if required. Travel requests are processed during OIS walk-in hours. It is recommended that students request the travel signature or updated I-20 or DS-2019 two weeks prior to their planned departure.
- ❑ You must notify OIS of any accompanying dependents in F-2 or J-2 status and provide biographical information (e.g., full name, address, country of birth, etc.) and immigration information (e.g., passport information, visa information, etc.) regarding those dependents using the OIS “*Check-in Form*.”
- ❑ If you are subject to Special Registration, you must comply with all requirements. Comprehensive information regarding this program is available at the Department of Homeland Security’s website at <http://www.ice.gov/pi/specialregistration/>

IMPORTANT NOTE: This information is not exhaustive and is subject to change without notice. International students should contact the Office of International Services (OIS) at 412.624.7120 to arrange an appointment to discuss any questions or concerns related to your legal status in the United States.

The OIS web site, <http://www.ois.pitt.edu>, is an important resource for information regarding your stay in the United States. To remain up-to-date on changes in U.S. immigration law, changes in OIS policies and/or procedures, workshops and information sessions offered by OIS, please visit the site regularly. OIS will also inform students about important updates via email. Please read all communication from our office thoroughly and follow up directly with OIS with questions or concerns.

I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal status.

Print Name: _____ Signature: _____ Date: _____