



INTERNATIONAL STUDENT RESPONSIBILITY CONTRACT

Rules F-1 Students MUST follow to Maintain Legal Status

As an International student, you are required by United States law to abide by immigration regulations throughout your stay in the U.S. You are admitted to the U.S. for the sole purpose of being a full-time student, so participation in any other activity in the U.S., from employment to vacation, is considered to be a privilege. Such privileges are only allowable in accordance with Department of Homeland Security (DHS) rules. The penalties for violations of immigration law can be severe, so it is essential that you to understand your responsibilities.

This document lists rules that you MUST follow to maintain legal student status, the documents you must have to enter the U.S., and the documents you must have to remain here legally. **KNOWING THESE RULES IS ABSOLUTELY VITAL TO YOUR ABILITY TO REMAIN IN THE U.S. AND TO COMPLETE YOUR ACADEMIC PROGRAM!**

YOU MUST ALWAYS:

1. Attend the school (Rowan University!) that you are authorized to attend by DHS.
2. Provide an updated local address within 10 days of any change.
3. You must notify the International Center directly (in person or via email) and we will notify DHS.
4. Maintain registration as a full-time student.
5. Undergraduate students must enroll for at least 12 credit hours every Fall and Spring semester.
6. Graduate students must enroll for at least 9 credits every Fall and Spring semester. Graduate students who have assistantship or fellowship can enroll for 6 credits and will still be considered full time.
7. You may not drop below the required number of credits UNLESS you receive permission (in advance) from an international advisor.
8. You are not required to enroll in classes during the Summer (unless you are beginning your studies in summer). The Summer is considered your annual vacation unless Summer is the semester of entry.
9. You may enroll in 3 credit hours of on-line or distance education courses per semester to count toward your full-time load. You may enroll in more online or distance education courses, but a maximum of 3 credits can be counted toward your full-time load.
10. Keep your I-20 form correct and valid at all times.
 - i. Please see an international advisor for a new I-20 if any information changes.
 - ii. Be sure to apply for extensions of stay at least one month before the document expires.
11. Maintain a valid passport throughout your stay in the U.S.
 - i. Your passport must be valid for six months into the future to enter the U.S.
 - ii. You must bring your updated passport to the International Center immediately so that we can report the new information when required.
12. Complete necessary "immigration transfer procedures" if changing from one school to another in the U.S. (even if you completed the program at the prior school).
 - i. Please contact an international advisor for details.
13. Observe the "grace period" upon completion of studies. This means that if you are an F-1 student in good-standing, you have 60 days from the end of your program to do one of the following things
 - i. Leave the U.S.
 - ii. Get a new "Certificate of Eligibility" (I-20) for a new program or school and enroll in the next possible semester (consult an advisor for details).
 - iii. Apply for a change to another immigration status.
 - iv. **If you leave before completing your program, you do NOT have this 'grace period' - please speak with an international advisor for details.**

Name: _____

Signature: _____ Date: _____

YOU MUST NEVER

- WORK OFF CAMPUS unless you have written authorization from an international advisor in advance.
- WORK ON CAMPUS more than 20 hours per week while school is in session.
- Take a leave of absence, withdraw from classes, or drop below the required number of credits without FIRST checking with an international advisor; *students who terminate their program or otherwise fall out of legal status before completing do not have a 60-day grace period to leave the U.S., they must leave immediately!*

OTHER LEGAL REQUIREMENTS FOR STUDENTS

1. Once you have completed your program you can no longer legally enter the U.S. with your I-20. The staff of the International Center can no longer sign those forms (this means that you should NOT plan to travel out of and return to the U.S. with your current I-20 after you have **finished** your program).
2. The "**completion date**" is entered on the I-20 as "end date" based on a student's degree level. This is an estimate of time the University feels it may take to fulfill all degree requirements. However, if a student is not able to finish the program on that date, an extension must be requested from the International Office at least one month before the completion date expires. According to U.S. immigration regulations, the "completion date" is defined as the day final degree requirements are completed. The actual completion date may not necessarily be the day of the graduation ceremony or the date on the I-20 (In fact, many students actually finish degree requirements before the completion date on the I-20).
Undergraduate Students: The completion date is considered to be the last day of final exams on which all degree requirements are fulfilled.
Graduate Students: The completion date is the day on which all degree requirements are fulfilled, such as filing the thesis or dissertation in the Graduate Division. If there is no research component to the degree program (such as in the MBA program or other professional schools), the completion date would be the last day of final exams of the semester degree requirements are fulfilled.
Both graduates and Undergraduates should inform the IC once they have finished all the degree/courses requirements.
3. All international students are required to complete and submit U.S. tax forms to the federal government every year regardless of whether or not they earned any money in the U.S.
4. Some foreign visitors may be subjected to a national registry upon entry to the United States. This is known as "special registration." If you are subject to Special Registration, you must comply with special registration procedures every time you enter or leave the U.S. You know you have been registered if a Fingerprint Identification Number (FIN#) has been written on your passport, visa or I-94 or if you were given "walk away materials" at the Port of Entry to the U.S. Ask an international advisor if you are not sure if you have this requirement.

ONCE YOU ARE AT ROWAN UNIVERSITY

- All students are responsible for adhering to all the policies in the University's Student Handbook.
- **You are responsible for reading the messages sent to your Rowan University email account.**
- You must assume responsibility for your own affairs. You must follow up on matters concerning your legal and financial status. Do not depend on others to look after your interests.
- Punctuality, or being on time, is very important in the U.S. Do not be late for appointments or for your classes. By being late, you are sending the message to your instructor or advisor that you are not taking your course or your appointment seriously and that it is not important to you.
- Communicate with teachers and advisors. This is important because you do not want them to think that you do not respect them enough to make the effort to keep them informed.
- Deadlines and schedules are very important, especially those pertaining to registration.
- Plagiarism:
This is the practice of one person using another's answers, words or ideas and calling them his or her own. This is not tolerated at any institution of learning in the United States. Plagiarism is stealing and might well result in disciplinary action against you. Ask your instructor about how to use another's ideas ethically and lawfully to complement your own.
- Cheating:
Similar to Plagiarism, cheating is using another person's effort and talent for your own personal gain – with or without that person's permission, as if his or her answers belonged to you. Cheating is stealing and might well result in disciplinary action against you.

I have attended the International Student Orientation and received the Rowan University Handbook.

Name: _____

Signature: _____ Date: _____