



## Maintaining F-1 Immigration Status is My Responsibility

- ✓ I understand that Texas Tech University is required by federal regulations to report certain immigration related information to the SEVIS database from my University records.
- ✓ I have watched the online immigration orientation.
- ✓ I have been informed of my responsibility to maintain my immigration status. I also understand that immigration rules change frequently, and I am responsible for informing myself of the current rules.
- ✓ I understand my responsibilities for maintaining my immigration status which include, but are not limited to:
  - I must complete a full-time course of study each semester. (Undergraduate = 12 credit hours; Graduate = 9 credit hours; exceptions including withdrawals must be pre-approved each semester by a DSO; no more than 3 credit hours per semester of distance/electronic learning can count toward the full-time requirement).
  - I understand that any concurrent enrollment at another educational institution must be pre-approved by a DSO at the OIA.
  - I must maintain a valid passport.
  - I (and each dependent) must have an I-20 authorization signed by a DSO before traveling outside of the United States, and upon return I must bring my immigration documents (I-20, I-94, passport, EAD card) to the International Sponsored Student Office for documenting.
  - I (and each dependent) must notify a DSO of any change of address (or name) and/or telephone number within 10 days of such change.
  - If I am not able to complete my program by the program end date on my I-20, I must file for an extension of program with a DSO prior to the program end date on my I-20.
  - If I intend to change majors or change level of study (e.g. Bachelors to Masters), I must consult a DSO prior to such change. I must report any change in my academic program, including completion, to a DSO.
  - If I intend to transfer to another university, I must consult with a DSO concerning my intent.
  - I understand that I have employment authorization for on-campus work with Texas Tech University if I maintain F-1 status. I know that I am limited to half-time (20 hours per week) on-campus employment while school is in session. I understand that my on-campus employment authorization ends upon completion of my degree program.
  - I understand that I cannot work off-campus without proper immigration authorization and that I must consult with a DSO prior to beginning any off-campus employment.
  - I must keep copies of all of my immigration documents.

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PRINT: Last Name	First Name	Middle Name
Signature*	Country/Date of Birth	(mm/dd/yy)
Student ID Number	Today's Date	

\*By signing this form you are also giving TTU Designated School Officials (DSOs) permission to view and print your Form I-94 from the internet.