



Maintaining J-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 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 my J-1 Counselor; 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 my J-1 Counselor at TTU.
 - I must maintain a valid passport.
 - I (and each dependent) must have my DS2019 signed by my J-1 Counselor before traveling outside of the United States, and upon return I must bring my immigration documents (DS2019, I-94, passport, EAD card) to the International Sponsored Student Office for documenting.
 - I (and each dependent) must notify my J-1 Counselor 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 DS2019, I must file for an extension of program with my J-1 Counselor prior to the program end date on my DS2019.
 - If I intend to change majors or change level of study (e.g. Bachelors to Masters), I must consult my J-1 Counselor prior to such change. I must report any change in my academic program, including completion, to my J-1 Counselor.
 - If I intend to transfer to another university, I must consult with my J-1 Counselor concerning my intent.
 - I understand that I have to get employment authorization for on-campus work at Texas Tech University from my J-1 Counselor before I begin. 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 authorization from my J-1 Counselor and that I must consult with my J-1 Counselor prior to beginning any off-campus employment.
 - I must keep copies of all of my immigration documents.

PRINT: Last Name

First Name

Middle Name

Signature*

Country/Date of Birth

(mm/dd/yy)

Student ID Number

Today's Date