



Student Name (Please Print): _____
Last Name First Name Middle Initial

Your International Student Advisor: (Please Print): _____

Special Requirements for Students with F-1/M-1 Status

In order to seek approval to study, you must be admitted to the institution and attend on a full-time basis. You must provide the required financial information to demonstrate you have the available financial resources to meet all tuition/fee obligations on time. If you have a sponsor, he/she must certify that he/she will be responsible for the payment of all required fees.

Being a student with F-1/M-1 status, you are responsible for learning, understanding, and complying with the U.S. laws and regulations that apply. If you fail to do so, you could be deported from the United States and barred from returning for an extended period of time, thereby jeopardizing your academic career. It is extremely important that you read and fully comprehend the following information.

1. **Requirement to Arrive and Depart the U.S. within Appropriate Timeframes.** A student may enter the United States no earlier than 30 days before the report date on the Form I-20. An F-1 student who has completed his or her academic program will be allowed a **60-day period** to prepare for departure from the United States (**30-day period for M-1**). An F-1/M-1 student who has been authorized to withdraw from classes prior to completing his or her academic program is allowed a **15-day period** to prepare for departure. Students who withdraw without notice must depart the U.S. immediately.

2. **Requirement to Report Address Changes.** You must report any address change **within 10 days** of the address change directly to the International Student Advisor/Campus Official. If you are subject to the U.S. Government's Special Registration Procedures, you must also report address changes **within 10 days** to the government, per the government's instructions.

3. **Requirement to Maintain Health Insurance.** It is a student's responsibility to maintain his/her health insurance at all times. All information on the offered health plans, benefits, and rates is available on campus and online at: www.hthstudents.com

4. **Requirement to Refrain from Unauthorized Work.** Students who attend U.S. colleges on student visas **ARE NOT PERMITTED** any form of employment without approval by USCIS. Approval can only be sought due to severe economic hardship and usually takes considerable time for approval. **IF THE COLLEGE BECOMES AWARE OF ANY UNAUTHORIZED EMPLOYMENT, THE INSTITUTION IS REQUIRED TO REPORT THIS INFORMATION TO USCIS AND TERMINATE THE STUDENTS' ENROLLMENT.**

5. **Requirement to Communicate with the International Student Advisor.** Whenever you are facing challenges affecting your studies and/or you are unable to maintain satisfactory academic progress, **OR** you are considering withdrawing, transferring, or taking a scheduled / approved break, you must gain approval and provide all necessary information to the **INTERNATIONAL STUDENT ADVISOR.**

6. **Requirement to Request Extension Prior to Program Completion.** Your F-1/M-1 status will end on the program completion date unless extended by the International Student Advisor/Campus Official. In order to qualify for a program extension, you are required to submit the request before your program completion date.

7. **Requirement to Adhere to Transfer Procedures.** Students who wish to transfer must be in contact with two schools; the current school and the new transfer school. To transfer, regulations require that you:
- Apply for admission and be admitted to the new transfer school; (Deficient academic standing may adversely affect your ability to transfer.)
 - Inform the college as soon as possible after admission and, no later than the last day of your academic program;
 - Inform the new transfer school of the expected transfer date (usually the last day of your academic program); and,
 - Complete the process at the transfer school no later than fifteen days after the first class day at the school.
8. **Dependent Requirements.** F-1/M-1 students are eligible to bring dependents (spouses and children under the age of 21) into the U.S. in F-2/M-2 status. Dependents may not enroll in a full course of study, but may enroll part-time in courses that are avocational or recreational in nature. Dependent children are allowed to attend elementary and secondary school on a full-time basis. F-2/M-2 dependents are not permitted to work.
9. **Requirement to Adhere to Semester Break Procedures.** Students who wish to take a break must have completed two (2) full semesters before requesting any break. Assigned class schedules must be followed.
10. **School Reporting Requirements.** The International Student Advisor, Academic Advisor, or Registrar must routinely report certain matters to SEVIS:
- When it is apparent a student is making little to no effort to attend classes on a regular basis or attend meetings with Advisors as requested.
 - When there is a change of the student or dependent's legal name or U.S. address.
 - When any disciplinary action is taken by the College as a result of the student being convicted of a crime.
 - When any other notification request is made by SEVIS with regard to the current status of the student.
 - When the student fails to register for a full-time course load (other than the final semester), or **register for classes on time.**
11. If approval is denied or the enrollment is cancelled by the student, **the institution will retain the application fee and a \$150 administrative fee.** Once the original documents or letter of denial are returned to ICT, the remaining deposit will be returned. After approval, if you fail to begin classes and complete one full semester, a \$500 administrative fee will be assessed. Failure to complete semester two will result in a \$250 administrative fee.
12. Please pay careful attention at orientation. Read your student handbook. Seek out staff/advisors when you need assistance or have questions.

IMPORTANT NOTE:

I-20 is subject to immediate cancellation if TUITION & FEES are not paid in FULL on a timely basis. All tuition/fees are due on or before the beginning of each semester.

I have read and understand this information, and I knowingly accept full responsibility for maintaining my status as an international student during the duration of my studies. *(If anyone has assisted you with interpreting this information, his/her signature is required below).*

Student Signature

Print Name

Date

Interpreter Signature

Print Name

Date

School Official Signature

Print Name

Date