Maintaining F1 Status

For questions related to your F-1 status, please visit the ISS in DPC 9300, or call the front desk at 312.362.8376 to schedule an appointment with your advisor. For more information about ISS advising staff and services, please visit go.depaul.edu/iss-advising

1) MAINTAIN CURRENT CONTACT INFORMATION. U.S. federal law requires F-1 non-immigrant visa holders to maintain current contact information with the University at all times. Any changes to your address, telephone number or email address should be updated within 10 days of the change. Please log on to the Campus Connection system (https://campusconnect.depaul.edu) to make sure that the following contact information is current:

- Home and mailing addresses in the Chicago area
- Permanent address in your home country
- Local phone number
- E-mail address
- Emergency contact information

2) MAINTAIN VALID DOCUMENTS:

- Passport (check expiration date)
- I-20 (check expiration date)
- I-94 card (may be retrieved and printed at: https://i94.cbp.dhs.gov/I94)

You must always be in possession of a valid passport, I-20 form, and I-94 form. Complete any necessary extensions of your documents WELL IN ADVANCE OF DOCUMENT EXPIRATION. Contact your ISS advisor to extend your I-20 BEFORE the expiration date. Check with your home government embassy in Washington, D.C., or consular post in Chicago to see what procedures you must follow and how long it will take in order to renew your passport.

3) MAINTAIN A FULL-TIME CREDIT LOAD DURING THE ACADEMIC YEAR:

- Undergraduate-level students: 12 credit hours per quarter
- Graduate-level students: 8 credit hours per quarter
- Graduate-level School of Music students: 6 credit hours per quarter
- Graduate-level College of Law students: 12 credit hours per semester
- ELA students: 4 course per quarter

Receiving a “W,” “FX,” or “WA” on your transcript may drop you below a full course of study. In addition, F-1 students may not count more than one online learning course towards their full course of study requirement; if you need only one course in order to complete your degree, this course cannot be taken online.

For questions related to your eligibility for annual vacation, please contact the ISS. In certain circumstances, you may be eligible for a “Reduced Course Load Authorization” from your ISS advisor based on limited reasons, but this must be done IN ADVANCE. Please contact the ISS before you enroll less-than-full-time or withdraw from a course(s).

4) DO NOT WORK WITHOUT LEGAL AUTHORIZATION IN ADVANCE

You must obtain specific employment permission from the ISS to accept ANY employment off-campus whether it is paid or unpaid, even if it is for purposes of fulfilling an internship requirement. Permission must be obtained IN ADVANCE! Your total combined number of hours of employment on and off-campus must never exceed 20 hours per week while school is in session. For example, if you work 5 hours a week on-campus, you would only be eligible to apply to work an additional 15 hours off-campus, for a TOTAL of 20 per week maximum. For questions regarding full-time employment eligibility, please contact the ISS.

5) FOLLOW THE PROPER PROCEDURE TO TRANSFER SCHOOLS

If you are transferring to DePaul University from another U.S. university or from DePaul University to another U.S. university, you must complete a legal (SEVIS) as well as an academic transfer. This must be completed in a timely fashion; as soon as you know that you will transfer, make an appointment with your ISS advisor for information on the proper procedure, necessary documents, and deadlines.

6) File the proper U.S. tax forms every year, EVEN IF YOU HAVE NOT WORKED IN THE U.S. See the ISS website for more information: https://offices.depaul.edu/global-engagement/student-resources/student-services/Pages/tax-responsibilities.aspx