



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

Please also remember to keep a good record of your U.S. home address(es), including copies of your signed lease, utility bills/payments, etc. in case the U.S. government ever questions your U.S. residential history later.

2) **MAINTAIN VALID DOCUMENTS:**

- Passport (check expiration date)
- I-20 (check expiration date)
- I-94 card (view and print at: <https://i94.cbp.dhs.gov/i94/#/home>)

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. Please remember to keep all your original I-20 forms along with any other immigration documents in a safe place in case you ever need to provide proof of your non-immigrant history later.

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

Undergraduate students: 12 credits per quarter
Graduate students: 8 credits per quarter
Graduate Music students: 6 credits per quarter

College of Law JD students: 12 credits per semester
College of Law LLM & MJ students: 9 credits per semester
ELA students: 4 courses per quarter

Important: Please note that the above enrollment requirements meet U.S. government regulations. If you are a student who is financially sponsored by your government or other scholarship provider (e.g. SACM) you may also be required to meet the specific obligations of your scholarship, which may be above and beyond U.S. government requirements. Refer to: <http://tinyurl.com/ISS-Sponsored-Students>

Receiving a “W,” “FX,” or “WA” on your transcript may drop you below a full course of study. **All F-1 students are required to enroll in and attend in-person courses on DePaul’s campus each academic term. F-1 students may count only one online course towards their full-course of study enrollment requirement for each term. F-1 students may not remain in the U.S. and study fully online.**

For questions related to your eligibility for annual vacation, please contact 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 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 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. If you have multiple jobs, including on-campus, off-campus and stipend-paid positions, your total hours worked may not exceed 20 per week. The academic term is defined as the week classes begin through the end of the final exam week. Working more than 20 hour per week is considered unauthorized employment: a status violation that can have long-term consequences for your immigration record. F-1 students who are maintaining their status may be eligible to work more than 20 hours per week during school breaks or summer vacation. For questions regarding full-time employment eligibility, please contact your ISS advisor. On-campus work eligibility ends on the final day of a student’s last quarter of study. International students may not work on-campus after completing their program of study.

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>