



## MAINTAINING YOUR STUDENT STATUS (IEP)

Obtaining a visa with a specific expiration date is not an assurance that you will be able to stay in the US and maintain your F or J status. Your right to stay in the US may be forfeited at any time if you violate the regulations of your student non-immigrant status. Please place your initial by each point confirming that you understand each compliance requirement.

- \_\_\_ 1. You are required to maintain the following valid documents as well as carry the originals at all times:  
Passport, I-94 card, I20/DS-2019 document.

**If you transfer to SMU or transfer out of SMU, you are responsible for carrying the I20/DS2019 reflecting your status BEFORE classes begin.**

- \_\_\_ 2. You must maintain a **full course of study** according to the Intensive English Program requirements.

**If you have problems, please talk to John Wheeler, Director of the IPE program, and obtain authorization from the DSO/ARO before dropping below full time hours.**

- \_\_\_ 3. You must make normal academic progress towards the completion of your degree as indicated by the end date of your I20 or DS2019 document.

**If you need to apply for an extension, you must do so ONE MONTH before the expiration date of your I-20/DS-2019 document by completing and submitting the "Extension of F-1 or J-1 status Form."**

- \_\_\_ 4. You must obtain a new travel signature on your I-20 **BEFORE** traveling out of the US.

- o Travel Signatures are valid for 6 months  
*Our office requires three business days to process your signature*

- \_\_\_ 5. You must receive **WRITTEN AUTHORIZATION** from an Immigration Advisor for the following:

- Reduced Course Load (Medical Reasons, Last Semester less than full time enrollment, Academic Reasons)
- Changing your degree level: Bachelor's to Master's etc.
- Concurrent Enrollment: Enrollment at another Institution in order to fulfill full time status.
- Transferring to another Institution.

- \_\_\_ 6. You must receive **WRITTEN AUTHORIZATION** from the Department of Homeland Security (DHS) or the ISSS Office **before** accepting any kind of on-campus employment in the U.S.

- a. You must get work authorization every time you add/change your place of work.
- b. You are only allowed to work 20 hours per week while school is in session.
- c. You are considered to be employed if you are providing any kind of service for which you are being compensated.

- \_\_\_ 7. You must update your U.S. Residence address or phone number in <https://access.smu.edu>. Please send these changes within 10 days from the day the change has occurred. Failure to make notification within 10 days is a violation of Department of Homeland Security (DHS) regulations.

