

### AGREEMENT TO MAINTAIN F-1 STATUS

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Monroe ID # \_\_\_\_\_

Physical Address in the U.S. (Building number, street name, apartment/floor/suite number, city, state, and zip) \_\_\_\_\_

Email Address \_\_\_\_\_

U.S. Cell Phone Number \_\_\_\_\_

Academic Program (check one): ☐ ELLI ☐ Certificate ☐ Associate ☐ Bachelor ☐ Master's

SEVIS ID Number (top left corner of I-20): N \_\_\_\_\_

**It is YOUR RESPONSIBILITY to follow the rules the U.S. Government has established for maintaining F-1 status in the U.S.**

**BY USING THESE RESOURCES AND THE GUIDELINES BELOW, YOU CAN MAINTAIN F-1 STATUS EASILY.**

1. Read the *Instructions to Students* page of your Form I-20.
2. Use the *Study in the States* website at <https://studyinthestates.dhs.gov/students>.
3. Talk to your *Designated School Official* (DSO) at Monroe University.

**BASIC GUIDELINES FOR MAINTAINING F-1 STATUS:**

- Enroll full-time every semester. If you are doing anything other than enrolling and attending school as a full-time student, it must be approved by your DSO in advance.
  - *Undergraduate* full-time enrollment = 12 credits; *Graduate* full-time enrollment = 9 credits.
- If you are taking any online courses, enroll in the correct balance of on-site and online courses.
  - *Undergraduate* on-site requirement = 3 courses; *Graduate* on-site requirement = 2 courses.
- If you move, report your address change to your DSO within 10 days of your move.
- Tell your DSO about any changes in your sources of financial support.
- Get approval from your DSO/USCIS before taking part in employment or practical training.
- Meet with your DSO about any changes in your program of study or academic status. This includes changes to your major, education level, campus, enrollment status, or annual vacation.
- Get a DSO "travel signature" before you travel outside the U.S. Print your I-94 when you get back.
- Tell your DSO if you apply for or are approved for any change to your status in the U.S.
- Pay attention to the program completion date on page 1 of your I-20. If you need more time to finish your program, work with your DSO to extend the end date before it is reached.
- Tell your DSO if you plan to transfer to another school.
- Tell your DSO about changes in F-2 dependent (spouse or child) status.
- Keep your passport valid for at least six months into the future.

**I understand and agree to the above.**

Signature Here \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE OF STUDENT SERVICES**

Main Hall, 434 Main Street, New Rochelle, NY 10801 • 914.740.6420 • [monroeu.edu](http://monroeu.edu)