Compliance with United States Immigration Laws and Regulations: The Role and Responsibility of the International Student

With the finalization of new regulations by the United States Bureau of Immigration and Customs Enforcement - BICE (formerly the Immigration and Naturalization Service or INS), it is critical that international students in F-1 visa classification maintain their legal status in the United States. Students must be aware of and comply with the following:

- You must maintain a valid passport at all times, unless exempt from passport requirements.
- You must attend the college/university who issued the SEVIS (Student/Exchange Visitor Information System) Form I-20 that was used to apply for, and receive, your current F-1 visa (example – if you used California Lutheran University’s I-20 to apply for your visa, you must attend California Lutheran University).
- You must report any change of address or residence and/or any change of name directly to the Office of International Student Services within 10 days of the change. The Office of International Student Services will then notify BICE of the change, via SEVIS, within 21 days as required by law.
- You must notify the Office of International Student Services prior to traveling outside of the United States so that the SEVIS Form I-20 can be endorsed for travel or a new form can be issued, if required.
- You must notify the Office of Admission (if you are a new student) or the Office of International Student Services (if you are a returning student) of any dependents (spouse, children, etc) who will be accompanying you to the United States. You must provide biographical information (full name as it appears on their passports, copies of their passports, address, country of birth, place of residence, birthdate, etc). The University is required to report that information to the United States Bureau of Immigration and Customs Enforcement.
- You must complete an official immigration transfer if you change educational institutions. F-1 students must notify the institution in which they are currently enrolled (or whose visa is tied to that institution’s SEVIS Form I-20) of your intent to transfer, obtain a new SEVIS Form I-20 from the new institution, and report to the Designated School Official at the new institution within fifteen (15) days of the program start date listed on the new I-20.
- You are NOT allowed to work in the United States without authorization. F-1 students are allowed to work on campus up to 20 hours per week while school is in session. All other forms of work must be first approved by the Office of International Student Services and/or the Bureau of Immigration and Customs Enforcement.
- You must apply for an extension of your program of study prior to the expiration date on your SEVIS Form I-20. Requests for extensions should be submitted 30-60 days prior to the expiration date on the Form I-20 so that the extension can be completed prior to that date.
- You must obtain a new SEVIS Form I-20 before changing from one degree program level to the next (moving from a Bachelors degree to Masters degree level), before moving to another university, if changing your major (example: changing from biology to literature). You must also receive advanced approval from the Designated School Official in the Office of International Student Services in advance of making these changes.
- You must obey the laws of the United States and follow the regulations and policies of the University at all times.

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IMPORTANT NOTICE: This information is not exhaustive and is subject to change without notice. International students should contact the Office of International Student Services at (805) 493-3951 to arrange an appointment to discuss any questions or concerns related to your legal status in the United States.

To remain up-to-date on changes in U.S. immigration law, workshops and training sessions relevant to your legal status in the US, and/or changes in University policies and procedures, please check in regularly (once a month) with the Office of International Student Services.

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Please sign and date this letter and keep it with your Form I-20 at all times.

“I have read the information above and understand that I must comply fully with these regulations in order to remain in legal status in the United States. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my legal status to a professional in the Office of International Student Services at California Lutheran University.”

Print Name _____________________________ Signature _______________________________

Date _________________________________