

RESPONSIBILITIES OF A UH MANOA F-1/J-1 STUDENT

The U.S. Department of Homeland Security (DHS) and the U.S. Department of State (DOS) regulations implementing the Student & Exchange Visitor Information System (SEVIS) require time-sensitive reporting by students and universities. Student visa holders must be aware of and comply fully with the following in order to maintain student visa status. Forms mentioned below may be printed from: www.hawaii.edu/issmanoa

- Maintain a valid passport at all times. (Renewing your passport 6 months prior to expiration is recommended.)
- Complete a full course of study during normal enrollment periods (Fall & Spring Terms). If not enrolled full-time you must receive authorization from an ISS adviser **in advance**. You and your Academic Adviser must complete the form, "*Request for Reduced Course Load*" and submit it to the ISS prior to registering for less than a full course load or prior to dropping below a full course load. Definition of full-time enrollment:

Undergraduate: 12 credits per semester.

Classified Graduate: 8 credits per term, except in the following cases
6 credits per term for a .25% or .50% Research or Teaching Assistant, or
1 credit if enrolled in 700F or 800 of thesis/dissertation writing

- There are strict limitations on including on-line courses (i.e., courses that do not require your presence in a campus classroom) in your full-time course of study. For details, click on "distance learning" at www.hawaii.edu/issmanoa.
- Apply for "Extension of a Program of Study" (use form) 30 days **prior to** the expiration date on your I-20 or DS-2019 if you cannot complete your program on time. Funding documentation for the period of extension must be attached to the form. When approved by ISS, a form reflecting a new end date will be processed.
- Obtain a new Form I-20 or DS-2019 from the Graduate Admission office (first time Grad Students) or the ISS (those who have in the past been admitted to a Grad program) when you change your academic program from one degree level to another. Obtain a new I-20/DS-2019 from the ISS when you change your major/field of study. Obtain a new Form I-20/DS-2019 form from the ISS when your funding changes.
- You are **NOT** allowed to work in the United States without prior authorization. See the ISS for specific information on working both on campus and off campus.
- Report any change of US resident address **directly in your MyUH account (under mailing address)** within 10 days of the change. The ISS electronically notifies DHS/SEVIS of US address changes within 21 days, as required by SEVIS regulations.
- Report any change of name **directly to the ISS and to the UHM Records Office**. Bring legal evidence of your name change. Note that your name on your passport and on your SEVIS documents should match with your name in the UH Records system. See the ISS to receive a visa form reflecting a legal name change.
- Report any change of visa status to the ISS (i.e., F-1 to F-2, F-1 to H1B, F-1 to Resident Alien).
- **Prior** to traveling outside the U.S. complete the Travel Notification & Document Request Form so that your visa documents can be endorsed or new forms issued, if required. If taking a leave of absence or departing for research travel, or departing for study abroad, consult an ISS adviser. Additional certifications may be needed.
- Your Hawaii.edu email address will be automatically subscribed to the ISSUH-L email listserve. The ISS transmits important information regarding federal and UH policy and regulations on this listserve. There may be other times the ISS will contact you by email. It is your responsibility to regularly check your email, read the messages from ISS, and respond as requested in a timely manner.
- Obtain adequate health insurance coverage each semester enrolled. The University reserves the right to require proof of coverage for F-1s. Proof of coverage is required for J-1 and J-2 dependents. (http://www.hawaii.edu/issmanoa/index_health_insurance.htm).
- I acknowledge and understand my responsibilities as stated above. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my legal status to the ISS.

Signature: _____ Print Name: _____ Date: _____