ACKNOWLEDGEMENT OF F-1 STATUS & RELATED RESPONSIBILITIES

The US Department of Homeland Security (DHS) grants F-1 status to individuals for one purpose only: to study full time at a particular school in the US. Other activities, such as employment, are privileges, authorized with special written permission, for those who follow DHS rules. Penalties for failing to follow the rules will result in loss of F-1 status and all related benefits and privileges and could lead to removal (deportation) from the US.

This guide is designed to make sure you are aware of your responsibilities as a student in F-1 status. DHS expects you to know and follow all the DHS rules all of the time. Following the rules is your responsibility.

The International Student Services (ISS) Coordinator and International Student Counselor are the only sources of information and advice regarding your F-1 status while studying at the Community College of Philadelphia (CCP). We are here to provide you with the best information available, but you are responsible for following the rules of F-1 nonimmigrant student status.

Read each section carefully and keep this paper for future reference.

The 12 Credit Rule: You must be a FULL-TIME student every semester.
- Register for and complete 12 credits or more each semester at CCP.
- Contact ISS if you have any registration problems. If there is a reason you cannot register for 12 credits, you must seek written permission from the ISS coordinator before the semester begins—this is only allowed in certain documented academic and medical circumstances.
- Do not drop or withdraw from a course during the semester for any reason without written approval from the ISS Coordinator (or International Student Counselor) under any circumstances. At the end of each semester, you must still have 12 credits on your schedule.
- Go to class each week: CCP has a strict attendance policy. If you do not go to class each week, you may be dropped from class by your professor and this will put you below the required 12 credits.

Work: Do NOT work anywhere off campus unless you obtain special written permission from the USCIS, DHS or written authorization on the I-20 from ISS specifically for Curricular Practical Training (CPT). Possession of a Social Security Card/Number does NOT grant you the right to work in the US.

Tuition Payments: Pay the tuition and fees for NON-residents of Pennsylvania in full by the deadline established by Records and Registration, as stated in the CCP Catalog. F-1 students are NEVER considered residents of Philadelphia or the state of Pennsylvania for tuition purposes! Notify the ISS Coordinator immediately if there are any delays in payments; otherwise, you risk falling out of status!

Read your I-20: Read DHS instructions to Students on page 2 of your I-20 before signing your I-20. Also read the Handbook for International Students from ISS. If you have any questions, ask the ISS Coordinator.

Distance Education: Do not enroll in more than one class of Distance Education. Such course can count no more than 3 credits toward full time enrollment. Distance Education courses are courses through the internet or television where a teacher and students are not physically present in a classroom at the same time.

Scheduling: You must be available to take classes during daytime hours between 8:00 AM and 5:00 PM, Mondays – Fridays.

Financial Support: Do not expect to receive any financial assistance or to work, even on campus, in the US.

On-Campus Jobs: If you obtain an on-campus job at CCP, work no more than 20 hours per week while school is in session. On-campus employment is only allowed if your I-20 has not expired, you have not graduated, and you are a continuing student maintaining valid F-1 status administered by CCP.

Changes in your Situation: You must report the following for you (and any F-2 dependents you may have) to ISS within 10 days:
- Change in your legal name
- Change in your local home address in the US (location of physical residence)
- Change in your major (curriculum) or program level
- Filing or approval of an application/petition to change immigration status from F-1 to any other status

Completion Date on your I-20: Do not let the completion date in item 5 on your I-20 expire. If you need more time to complete your program, submit a completed Request for Extension of F-1 Status, which must include verification of continued financial support, to ISS AT LEAST TWO WEEKS before the expiration date. The delay must have been caused by compelling academic or medical reasons and not by academic probation or suspension.
Final Semester: When you are in your final semester at CCP, you should report to ISS before the last day (of classes) to report the following:

- If you will complete your studies before or after the expected completion date in item 5 of your I-20
- If you will apply for Optional Practical Training if you wish to use it.
- If you plan to transfer to another school

Transferring to Another School: If you plan to transfer to a new school, you must meet with the ISS Coordinator to make arrangements before the end of your last semester at CCP. A student must begin classes at the new school within 5 months of completing classes at CCP. The transfer must be completed with an international student advisor at the new school by following that school’s instructions (within 30 days of the report date on the I-20 of that school). If you are completing your program at CCP, the transfer must be processed no later than 60 days from your completion of studies date.

The 60 Day Grace Period: Within 60 days of completing your program (the end of your 60-day grace period after graduation), you must leave the US unless you have made other permissible arrangements, such school transfer or change of status.

Traveling Outside the USA: Obtain a signature from the ISS Coordinator (or International Student Counselor) on the back of your I-20 to verify the maintenance of your F-1 status before you travel outside the US if you plan to return to study at CCP.

Your Passport: Maintain a valid passport. Your passport should be valid for at least 6 months in the future.

Other Immigration Documents: Keep updated copies of all immigration-related documents, including renewals, replacements, etc., such as the front and back of the I-94 card each time you (re)enter the US.

Urgent Situations: In an urgent situation, contact ISS before you completely withdraw from school. If you obtain written approval from the ISS Coordinator, you will have a 15-day grace period to depart the US.

Tax Filing: File non-resident tax forms each year as required by federal regulations of the Internal Revenue Service.

Your Address: Update your local mailing address and telephone number in the MyCCP internet portal immediately if your situation changes. All CCP offices, including ISS, use the CCP database information to contact you!

International Student Group on MyCCP: Subscribe to the International Student Group in the MyCCP portal.

Health insurance. CCP requires that you maintain adequate medical insurance coverage during your time studying at CCP in F-1 status. CCP has arranged for a plan for international students through HTH Worldwide—see ISS for details.

Departures: Follow US-VISIT, DHS departure procedures whenever you leave the US. This is required when you leave from a US-VISIT Port of Departure. Refer to the International Travel Information handout for more information.

Violations: Understand that if CCP records indicate or if it is otherwise learned that you have fallen out of F-1 status or violated the rules and regulations for F-1 students in any way ISS is required under federal law to report such violation to DHS by terminating your F-1/I-20 record in SEVIS.

Special Registration: If you are subject to Special Registration, you must report to DHS upon leaving the US at the Port of Exit.

F-2 dependents: F-2s are not allowed to work in the US and are not allowed to study except children up to 12th grade.

I have carefully read this acknowledgement and I understand the requirements of my F-1 status and my responsibilities as an F-1 student at CCP. I understand that if my F-1 student status is violated in any way I will not be eligible to receive any benefits or privileges granted to F-1 students and in some cases it may lead to deportation from the US. If I am ever unsure about employment restrictions or my F-1 status responsibilities, I know that I should consult the ISS Coordinator before taking any action that may jeopardize my ability to remain in the US to study.