



Where you are central.

## **The Role and Responsibility of International Students, in Compliance with the Student and Exchange Visitor Information System (SEVIS)**

When you receive your new Student and Exchange Visitor Information System (SEVIS) I-20 form, please read the Instructions to Students and the Student Certification and sign and date the I-20. Effective immediately you are part of the SEVIS tracking system implemented by the United States Citizenship and Immigration Services (USCIS). It is important that you understand what this means. As a student in F-1 status, you are responsible for learning, understanding and complying with the U.S. laws and regulations that apply to you. If you fail to do so, you could be deported from the United States and barred from returning for an extended period of time, thereby jeopardizing your academic career.

We want you to successfully complete your studies at North Central College. Your failure to be aware of and comply with these requirements could jeopardize your academic plans. It is extremely important that you read and fully understand this information. Although your initial I-20 is issued in the Office of Admission, the Office of International Programs (OIP) will assist you with immigration requirements while you are a student at North Central. If you have any questions, please contact the International Admission Counselor, Megan Otermat, at +1 (630) 637-5293 or [msotermat@noctrl.edu](mailto:msotermat@noctrl.edu) or contact the International Student Advisor, Kelly Pilleux, at +1 (630) 637-5299 or [kdpilleux@noctrl.edu](mailto:kdpilleux@noctrl.edu).

### **Requirement to Report Address Changes to the Office of International Programs (OIP)**

If you are a student, you are required to report any address change to the OIP within 10 days of the address change. This includes address changes of any of your dependents as well.

### **Requirement to Obtain Prior Authorization from OIP to Drop Below a Full Course of Study**

As a student in F-1 status you are required to pursue a full course of study during normal enrollment periods (typically Fall, Winter and Spring Terms). Full time at North Central is between 8 and 12 credit hours for undergraduate students or 6 credit hours for graduate students. You are allowed to deviate from this full course of study only with PRIOR authorization from the International Student Advisor, and only under very limited circumstances.

### **Requirement to Report Departure Date and Reason to the OIP**

Sometimes, and for a variety of reasons, students leave the College early or unexpectedly. Some of these reasons include early graduation, leave of absence, suspension, expulsion, or family emergencies. You are required to inform the OIP if you plan to leave the College before the date on your I-20 and the reason for doing so.

### **Requirement to Abide by Employment Regulations**

Students may work on-campus no more than 20 hours per week while school is in session; and you must meet with the International Student Advisor before starting on-campus employment.

You are not permitted to work off-campus without receiving PRIOR authorization from the U.S. Federal Government and/or from the OIP. Employment possibilities are limited.

### **Requirements To Attend Another School**

You are currently authorized to attend North Central. If you decide to attend another school in the U.S., you must notify the OIP of your intent to transfer and of the name of the school you plan to transfer to. The OIP will then enter a "Release" date in SEVIS (usually the day the current term ends). After this date is reached, the new school can issue you a SEVIS I-20. You will then have to report to the Designated School Official at the new school within 15 days of the program start date.

### **Requirement to Apply for an Extension of Program**

You must apply for an extension of your program PRIOR to the expiration date on your Form I-20 (Item 5) if you cannot complete your program by that date. Requests for extensions should be submitted prior to the expiration date of the Form I-20 so the extension process can be completed prior to the expiration date.

### **Requirement for Receiving Authorization to Travel**

You must notify the OIP prior to traveling outside the U.S. so that the Form I-20 can be endorsed for travel or a new form can be issued, if required.

### **Requirement to Provide Documentation of Dependents**

You must notify OIP of any accompanying dependents in F-2 status and provide biographical information (e.g. full name, address, country of birth, etc.) and immigration information (e.g., passport information, visa information, etc.) regarding those dependents.

### **Arrival Information\***

Due to immigration regulations, you may NOT enter the U.S. prior to 30 days before your program start date listed in Item 5 of your Form I-20. Upon entry to the U.S., please make sure to submit the copies of the SEVIS I-20 to the immigration inspector to stamp and return to you with a stamped I-94 Arrival/Departure Card. **If you do not receive a visa to join us, please return this Form I-20 to the Office of Admission immediately with a request to defer your admission.**

You are required to contact the Office of International Programs upon arrival and to attend the International Student Orientation session. Please bring your Form I-20, passport, I-94 card and insurance card with you to the orientation.

\*Students transferring to North Central from another U.S. institution should speak with their International Admission Counselor if planning to travel outside the U.S. after completing studies at the previous institution and before starting studies at North Central.

### **IMPORTANT NOTE:**

This information is not exhaustive and is subject to change without notice. Every individual's immigration history and status is unique; immigration advising should only be obtained from a Designated School Official.