International Student Checklist
Spring SEVIS Registration: NEW J-1 Students

J-1 Students: Every semester you are a student at North Park, the International Office must report to the US Citizenship and Immigration Service that you have met certain criteria associated with your student status. It is your responsibility to submit proof of the following to the International Office **by the third week of classes**. The International Office is located on the first floor of Magnuson Campus Center; you may also scan and email all documents to jpope@northpark.edu.

Student Name: _____

North Park ID #: _____

Current Address: If you live ***on-campus***, please provide the name of your dorm and room number or your apartment address and apartment number. If you live ***off-campus*** please provide your full street address with city and zip code.

_____
_____
_____

Phone number where you can be reached:
_____

Name and phone number of emergency contact:
_____
_____

How is this person related to you? _____

Does this person speak English? _____

Attach the following items to this form. Check the box to indicate that the item is attached.

☐ **Proof of Full-Time Enrollment**

Please attach to this form a copy of your current semester schedule. If you are an undergraduate or ESL student your schedule must show at least 12 hours. If you are a graduate student your schedule must show at least 8 hours. We will not register you in SEVIS until we have proof that you have a valid, legal reason for being enrolled less than full time. Further, we will check student schedules throughout the semester; if you drop below full time at any point you will be out of status.

To print your schedule:

- Log on to WebAdvisor.
- On the student screen, select "My class schedule-Buy Books."
- Select the correct term from the drop down menu.
- Print your schedule.

☐ **Proof of Insurance**

All J-1 visa holders, and their J-2 dependents, must be covered by valid health insurance while enrolled at North Park. Once during each academic year you must show proof of valid health insurance. If you have not yet presented this information to the International Office, please submit a copy of your insurance policy and insurance card with this form. If you do not submit proof of valid health insurance, you will be automatically enrolled in a school-offered insurance plan and billed.

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☐ **Understanding of J-1 Rights and Responsibilities**

We have provided the following information as a reminder of your rights and responsibilities as a J-1 student. Please read, and then sign at the bottom to indicate that you understand this information. If you do not understand this information, please talk to a staff member in the International Office.

The J-1 student visa and DS-2019 give you certain **rights**:

- You have the right to live in the US for the duration of your academic program.
- You have the right to study at North Park University. If you wish to transfer your J-1 student status to another J-1 granting school you must contact the International Office. You must formally withdraw from North Park University (see Student Services) before you are eligible for academic transfer.
- You have the right to travel within the U.S.; you have the right to travel outside the U.S. and return from another country as long as you have an unexpired J-1 visa in your passport and your DS-2019 is signed by an International Office staff member (or your program sponsor) before you leave the U.S.
- You have the right to work on campus up to 20 hours per week only if you have received prior approval from the International Office or your Program Sponsor.

The J-1 student visa and DS-2019 require certain **responsibilities**:

- You must have a valid passport and I-94 form (small white card) at all times.
- You must take a full load of studies (undergraduate—at least 12 hours; graduate—at least 8 hours) each semester.
- You must make satisfactory progress in your studies.
- You must pay all your bills to North Park and not get into debt. International students must have their student account balance paid in full by the first day of class each semester.
- You must get written permission from the International Office or your program sponsor before beginning any on-campus work. On campus work may not exceed 20 hours per week during the academic year and 40 hours per week during official school breaks.
- You must get written permission from the International Office or your program sponsor before applying for any period of Academic Training.
- If you lose any documents (passport, visa, DS-2019 form, I-94 card) or the forms expire, it is your responsibility to maintain J-1 status by requesting help from the International Office to get new forms.
- You must notify the International Office or your program sponsor as soon as any personal information changes, including changes in name, local address, home country address, academic schedule, or funding.
- You must speak with an International Office staff person before the end date on your DS-2019, if you need additional time to complete your academic program.
- You must take action to transfer to a new school, leave the United States, begin a new program at North Park, or otherwise change your visa status within 30 days of the program end date listed on your DS-2019.
- You must discuss any questions about maintaining J-1 status with an International Office staff member (not with other students, teachers, staff, or a website). The International Office does not take responsibility for students who are out of status because they received wrong advice.

As a J-1 student at North Park University, you are also required to check your North Park email address at least once per week.

Signature of Student: _____ Date: _____