

International Student Checklist
Fall SEVIS Registration: F-1 Students

F-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 end of the third week of classes**. The International Office is located on the first floor of Magnuson Campus Center; you may also fax the information to 773-244-5572 or scan and email all documents to aanderson@northpark.edu.

Student Name: _____
North Park ID #: _____
Program (circle one): Undergrad. ESL Exchange Grad.
Expiration date on visa: _____
Expiration date on passport: _____
Major (Undergrad students who have submitted a major declaration form to the Student Services Building only): _____
Anticipated graduation date: _____

Email Address: _____
Current Address: If you live <i>on-campus</i> , please provide the name of your dorm and room number <u>or</u> your apartment address and apartment number. If you live <i>off-campus</i> please provide your full street address with city and zip code. _____ _____
Name and phone number of emergency contact: _____ _____

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 (you can print your schedule from the North Park website by logging into WebAdvisor). If you are an undergraduate, ESL, or exchange student your schedule must show at least 12 hours. If you are a graduate student your schedule must show at least 8 hours. If the attached schedule does not show the required number of hours, please see someone in the International Office immediately. 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.

Proof of Payment

Please attach a copy of your current North Park bill with a balance of \$0. You may print this statement from WebAdvisor or request a copy at student accounts on the first floor of the Student Services Building. There are only two exceptions to this requirement:

1. Graduate Business students may pay for Quad A classes now and Quad B classes in October.
2. Those who are expecting a loan from a foreign government may be entitled to an extension on payment, with permission from Student Services.

Proof of Insurance

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 attach proof of insurance to this form, you will be automatically enrolled in a school-offered insurance plan and billed. Please stop by the International Office to pick up your insurance card.

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Understanding of F-1 Rights and Responsibilities

We have provided the following information as a reminder of your rights and responsibilities as an F-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 F-1 student visa and I-20 give you certain **rights**:

- You have the right to live in the U.S. as long as you are a student.
- You have the right to study at North Park University. If you wish to transfer F-1 student status to another F-1 granting school you must tell us in person. 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 your I-20 is signed by an International Office staff member before you leave the U.S. and as long as you have an unexpired F-1 visa in your passport.
- You have the right to work **on campus** up to **20 hours per week**.

The F-1 student visa and I-20 require certain **responsibilities**:

- You must have a valid **passport** containing the F-1 visa and I-94 form (small white card, should be stapled into the passport) at all times.
- You must take a full load of studies (undergraduate, ESL, or exchange—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 end of the second week of classes or they may be removed from all classes, causing them to be out of status.
- You must notify the International Office if you plan to work on campus and get a Social Security number. **You may not work off campus.**
- If you lose any documents (passport, visa, I-20 form, I-94 card) or the forms expire, it is **your responsibility** to maintain F-1 status by requesting help from the International Office to get new forms.
- After 9 months of F-1 status you may be eligible for an off-campus internship related to your field of study (Curricular Practical Training). You should apply for an internship at the Office of Career Planning (Student Services building, garden level). You must see an International Office staff member to complete USCIS paperwork **before** you may begin an internship. No internships can be authorized for students before they complete 9 months of F-1 status.
- You must notify the International Office as soon as any of your personal information changes, including changes in name, local address, home country address, academic schedule, or funding.
- Any questions you have about maintaining F-1 status should be discussed with an International Office staff member (not with other students, staff, or a website). The International Office does not take responsibility for students who are out of status because they received wrong advice.

As an F-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: _____