Helpful Reminders

**Documents:**

Students need a new travel signature if they have not updated their I-20 or DS-2019 in the last six months.

If a travel signature is required, bring your I-20 Form or DS-2019 to the Office of International Affairs **at least one week** before you leave the United States.

Check your passport expiration date. It must be valid for a period of at least six months beyond any anticipated visa extension date.

The I-94 Form attached to your passport should have “D/S” (Duration of Status for your major field of study) stamped on it. If not, please see an OIA Advisor immediately.

Keep your passport and visa documents in a secure and safe place. Make a copy of all your important papers and documents for verification when necessary.

It is your responsibility to be aware of SEVIS and immigration regulations and how they affect your status. You must keep the OIA informed of all matters that have an impact on your immigration status while attending school. If you have any questions regarding how certain issues may affect your visa status, make an appointment with an OIA Advisor to discuss your concerns.

**Enrollment:**

All students must maintain full-time enrollment (12 credits minimum for undergraduate students and 9 credits minimum for graduate students).

Students may never drop below full-time enrollment without prior approval of an OIA advisor. Failure to obtain this permission will result in a failure to maintain valid immigration status.

Students who want to request permission for a low course load must submit their request and receive approval prior to dropping below full-time enrollment.

All students must maintain enrollment during the Fall and Spring semester. Graduate students working to complete a Final Project, Thesis or Dissertation credits must also maintain enrollment through graduation.
OIA Notifications:

Keep the Office of International Affairs informed of any changes in your legal status, address or contact information as soon as they occur.

Notify an OIA advisor of address changes within 10 days of moving. The advisor will notify the Department of Homeland Security of the new address through SEVIS.

If you are graduating or completing your studies, please inform an OIA advisor of your future plans to ensure that your legal status in the United States remains valid.

If you complete one academic program and have plans for another degree level or an additional program at the same level, please discuss your plans with an OIA advisor prior to completion of your first academic program.

Employment and Taxes:

International students in F-1 or J-1 status may work on-campus, in limited circumstances, for a maximum of 20 hours per week. If you plan to obtain on-campus employment it is your responsibility to know and understand the limitations of your employment eligibility.

F-1 students in certain academic programs may be eligible for Curricular Practical Training (CPT) employment authorization that allows them to work off-campus. Prior authorization from an OIA advisor is required for CPT.

Students are not allowed to work off-campus at any time during their program (including vacations) without specific employment authorization from an OIA advisor or Citizenship and Immigration Services (USCIS).

All students and scholars who possess F or J visas are required to file a federal income tax return with the Internal Revenue Service (IRS) by April 15th. You should use the 1040NR form if you received income in the United States or the 8843 form if you received no income in the United States. Students who earned income in the State of Michigan must file State tax returns also.

OIA Contact Information:

Office of International Affairs
Ronan Hall 330
Mt. Pleasant, MI 48859
(989) 774-4308