LIU Post
International Student Services

Responsibilities of F1 International Students

Student Last Name: _____ First Name: _____
(Please Print)
Semester: _____ Campus ID/SS #: _____

Due to the Department of Homeland Security (DHS) regulations, it is critical for students under the F-1 non-immigrant classification to maintain their legal status. As a LIU Post student, you are required to abide by all campus rules and regulations as outlined in the LIU Post Student Handbook. In addition, international students must comply with the following:

MAINTAINING YOUR F-1 VISA STATUS

- **Always register & maintain full time student status**: At LIU Post, full-time registration for undergraduates means 12 credits. Graduate students must register for 9 credits. Students who will not enroll full-time during a particular semester must obtain authorization from the ISS in advance. You must complete the form *Deviation from Full-Time Enrollment* and have it approved by your advisor and ISS **prior** to registering for less than full time or prior to dropping a course.
- **Keep your I-20 form valid:** It is the student's responsibility to make sure that the I-20 is valid. You are required to apply for the extension on your I-20 **prior** to its expiration date. You should submit your application at least 30-90 days before the I-20 expires.
- **Notify ISS of any changes to your I-20:** INS requires you to inform ISS of any changes to your I-20 **prior** to the changes taking effect. These changes include major, within 10 days of making change, and degree level, before your 60 days grace period ends. You will need to apply for a new SEVIS I-20 form at the time these changes take effect.
- **Notify ISS of changes to your name or address:** Students are required to notify the ISS of any legal changes in name and address **within 10 days of the change.** The address provided must be the physical location where the student resides. If the student is unable to receive mail at the physical location, the student must provide both a mailing address and a physical address.
- **Do not accept employment without prior authorization from ISS:** Before accepting employment in the U.S., you are required to obtain authorization from ISS through the DHS. Working without authorization from the DHS is a deportable offense. If you make a Designated School Official (DSO) aware that you have worked illegally, the government requires the DSO to report this to immigration services.

TRAVEL

- **Always inform ISS of any travel plans:** If you plan to travel outside the U.S., you will need an endorsement signature from a DSO on the third page of your I-20 in order to re-enter the country. Travel endorsements are valid for one semester for all students, including students on OPT.
- **Travel outside the U.S. for 5 months or more:** If you plan to travel outside the US for 5 months or more you are required to apply for and obtain a new I-20 form and a new visa in order to return under F-1 status.
- **Keep your passport valid:** It is your responsibility to make sure that your passport is valid. If you need to extend your passport, you must contact your country's Consulate/Embassy in New York. If you have an expired visa stamp, it is recommended that you apply for a new visa at the U.S. consulate/embassy in your home country.

HEALTH INSURANCE

- The University requires all international students to maintain valid health insurance. All international students will be automatically billed for the university-sponsored health insurance plan on their bursar account. Students who have their own health insurance may waive this charge (you must complete the waiver at the start of **EACH** academic year for the remainder of your studies). This is a time-sensitive responsibility. Students must complete the waiver on or before the semester deadline date to avoid being billed for university-sponsored health insurance. If you wish to cancel the university health insurance plan, you must go online and log into your MyLIU account at www.liu.edu and see Student Health Insurance link to waive coverage, print temporary ID cards, and file or check claims. If you do not cancel by the deadline, you will be responsible to pay for the university health insurance.

I read the above information and understand I am responsible for the content. I am aware that it is my responsibility to stay informed and to comply with the DHS regulations in order to maintain legal status.

_____

Student Signature Date

Staff Initial: