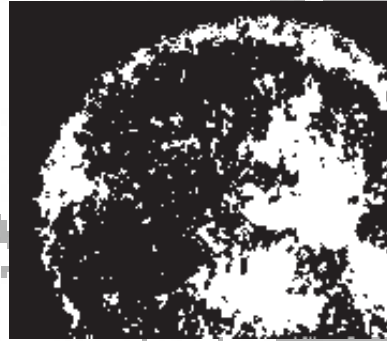


UNIVERSITY OF MINNESOTA



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International  
Student  
Handbook  
2006-2007

INTERNATIONAL  
STUDENT AND  
SCHOLAR SERVICES  
Office of International Programs



## STATEMENT OF RESPONSIBILITIES

### International Students at the University of Minnesota

(Please read each of the statements below and ask questions about any that you do not completely understand)

**1. Maintaining Your Visa Status:** You must follow the rules that apply to your non-immigrant visa (F-1, F-2, J-1, J-2, etc.) in order to maintain your legal status.

- Your passport must be valid for at least six months at all times.
- Any change of address or name change must be reported to the University within 10 days (see item 8)

#### **For F-1 and J-1 Students:**

- You must attend the school specified on your I-20 or DS-2019.
- You must register for and complete a full course of study each semester.
- You must notify ISSS when you change your major or degree program level (e.g. change from BA to MA) or change your funding (expenses, amount or source) more than 25%.
- You **must** receive approval from ISSS **before**:
  - a) registering for less than (or dropping below) a full course of study (see item 2 below).
  - b) terminating your program of study.
- You must receive work authorization before you engage in any employment off-campus (see item 3 below).
- You must notify ISSS if you plan to transfer to another school. ISSS must transfer your SEVIS record before another school can issue you an I-20 or DS-2019.

#### **For J-1 students only:**

- You must inform ISSS of any on-campus employment.
- You must carry health insurance for yourself and any dependent/s for each day you are in the U.S. Insurance must meet or exceed US State Dept. requirements (see [www.iss.umn.edu/Departments/insurance.html](http://www.iss.umn.edu/Departments/insurance.html)). Failure to carry health insurance will result in termination from the J-1 program and loss of legal status.

#### **For J-2 dependents only:**

- J-2's may enroll for courses. However, the State Department has suggested that J-2's may not be allowed to study in the future.
- J-2's may work only after receiving employment authorization from the USCIS.

#### **2. Full-Time Enrollment:**

- US immigration law requires that F-1/J-1 students register for and complete a full course of study each semester:
  - 12 credits for undergraduate, and non-degree seeking students
  - 6 credits for graduate students
  - Professional School Programs: Check with department

- If you cannot enroll full-time or you need to withdraw from a class and fall below the minimum amount of credits outlined above, you **must be authorized to drop below a full course load** by ISSS **before** the beginning of the semester or **before** dropping below full-time enrollment. You must submit an **"Reduced Course Load" form**; available online at [www.iss.umn.edu](http://www.iss.umn.edu) or at the ISSS office, 190 Humphrey Center.

**3. Only one distance education class per semester** No more than the equivalent of 1 (one) on-line/distance education class or 3 credits per semester may be counted towards the "full-time enrollment" requirement and you must complete the course within the semester. This includes courses offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing.

**4. Work Permission** if I-20/DS-2019 was issued by the University:

You may work on campus up to 20 hours per week while school is in session, and full-time during official vacation periods and semester breaks. Any off-campus employment requires prior authorization by ISSS or the USCIS.

#### **For J-1 students only:**

All J-1 students on a DS-2019 issued by the U of M have approval to work on campus from ISSS. If your DS-2019 was not issued by the U of MN, you must consult with your program sponsor regarding employment on or off campus.

#### **5. Keeping Immigration Documents Up to Date:**

- Upon initial entry, and any subsequent change, F-1/J-1 students must present their own and F-2/J-2 dependents' documents to ISSS including: I-20 or DS-2019, passport, entry visa stamp, I-94 card, and Employment Authorization Document (EAD card). Notify ISSS immediately if you or your dependents change visa status.
- Keep your documents safe and save all your new and old I-20s (or DS-2019s) during your stay in the US.

**6. You are responsible for keeping up to date on immigration matters** by subscribing to and reading the ISSS Weekly Update listserv. Please use our website ([www.iss.umn.edu](http://www.iss.umn.edu)) for immigration information, forms and procedures.

**7. Use of consistent name:** The name on all of your documents and in the University database must be consistent. You must use the same first, middle (if applicable), and last name in your passport, I-94 card, I-20/DS-2019, Social Security card, University Identification card, Minnesota Driver's License/State ID, bank accounts, checks and any other documents you may acquire during your stay in the U.S.

**8. If your name or address changes** (or that of any dependent(s) in the US), you must update your account at [www.onestop.umn.edu](http://www.onestop.umn.edu); click on "Personal Information". This must be done within 10 days. When registering for classes, always use your residential U.S. address, do not use your foreign or University department address. Failure to report such changes to the University will result in loss of legal status. Update "Current Mailing" address type.

**9. Release of Information:** ISSS cannot release information about you to anyone unless you give written permission. ISSS is required by law, however, to report to USCIS information regarding your presence in the U.S. and your student status at the University. In addition, other U.S. government agencies may be designated to request information about you.

**10. Use of Public Funding:** As a nonimmigrant, **you are not eligible to use any type of public funding** during your stay in the U.S.

**11. Use of University ID Number to Register:** You have been assigned a 7 digit ID number. You must use this number when you enroll for classes. Do not enroll through Quick Enrollment through College of Continuing Education; problems will occur which affect your legal status. You must enroll for your college classes before enrolling in University College, otherwise your academic program will be changed and your admission to the University is voided.

**12. International Students cannot enroll using the 99 PRD** (Professional Development Program) registration status. You cannot receive an I-20 or DS-2019 if you apply to and enroll in the University through 99PRD. Registration for 99PRD for F-1/J-1 students will be reported to USCIS as being "discontinued" from your college of admission and will result in violation of legal status.

**13. Required Health Insurance:** The University requires all international students and dependents to be enrolled in the University sponsored Student Health Benefit Plan unless they are covered by a US-based employer sponsored health plan or the UMN Graduate Assistant Insurance Plan.

**14. English Test Score Level:** If your English test scores are below the required level, you may be required to enroll in, attend, and pay for **ESL tests or courses**.

**15. You must pay all your tuition, fees, loans, and other University bills.** Nonpayment will result in a registration hold and may result in loss of legal status. Non-degree seekers may not use the installment plan.

**16. If you are financially sponsored by another agency or organization, it is your responsibility to fulfill the requirements outlined in your sponsorship agreement,** monitor payments made to your University account, and pay all outstanding University bills and other expenses if your sponsoring agency does not fulfill its obligations. Failure to maintain these responsibilities will result in a registration hold and may result in loss of legal status.

**17. You must file a U.S. Income Tax form** by April 15 each year, even if you have not earned any income in the U.S. ISSS provides resources for tax assistance but does not offer any tax advising.

**18. F-2 dependents: Study and work in the U.S.** F-2's are prohibited by law from being employed. Enrollment in a program of study at an institution of higher learning is not permitted unless it falls under the following description; enrollment is limited to one ESL class, short-term study to pursue a hobby, or a course that is occasional, casual, or recreational in nature. F-2 children may engage in fulltime study in elementary or secondary level (K-12).

- F-2's admitted to begin a program of study will not be eligible to enroll until they receive approval of F-1 status.

**19. Travel:** If you are travelling outside of the U.S., you will need the following documents in order to re-enter: valid passport, valid entry visa, valid I-20 or DS-2019, and a valid re-entry signature (pg. 3 of I-20 & lower right corner on DS-2019). See our website for more information.

I have carefully read these responsibilities and understand their importance. I am aware that my legal status in the U.S. depends on fulfilling these responsibilities to the best of my ability. If I have any questions at any time about these matters, I know that I may call ISSS at (612) 626-7100.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Name (print clearly): \_\_\_\_\_