

## International Student Responsibilities

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**As an international student enrolled at Clayton State University, you are responsible for the following information, policies and procedures:**

### 1. Communication

Check and maintain your Clayton State email account frequently. This is the primary way ISS, staff, and faculty will communicate with you. Failure to maintain your school email account could put your status at risk if you miss important information. After graduation, students approved for Optional Practical Training may designate a personal email if they wish.

### 2. Immigration Documents

Maintain a valid passport and SEVIS I-20. You must renew an expired visa to re-enter the U.S.

- **To renew your passport**, contact your Embassy or Consulate. Your passport should never come within 6 months of expiration. Provide ISS a copy of your new passport when received.
- **To extend your I-20**, contact ISS at least 1 month prior to the end date printed on the form. If either document expires before your program completion, you will be **out-of-status**, which requires a reinstatement petition and a \$370 fee payable to USCIS.
- **To change your major** (program of study), **or transfer out** of Clayton State, contact ISS to update your I-20.
- **To update your local address** contact ISS within 10 days of moving.
- **To renew your visa**, visit a US Embassy or Consulate in your home country with a valid I-20 and passport. Be sure to notify ISS of the status of the visa issuance.
- **Note:** once coursework is completed, your I-20 will be shortened by ISS in SEVIS, regardless of what was originally printed on the paper I-20 form.

### 3. Enrollment

Maintain full-time enrollment during Fall and Spring semesters. Summer semester enrollment is optional, unless it is your first semester at Clayton State University.

- **Full-time Enrollment** is defined as 12 hours per semester for undergraduate students and 9 hours per semester for graduate students.
- **Withdrawal** from a course without ISS approval is prohibited. Valid reasons for under-enrollment are regulated by USCIS and require approval by ISS. If you want to under-enroll you must speak with ISS prior to the semester start date. Failure to comply with enrollment regulations will result in the termination of your I-20 and visa status.
- **Online courses** are limited to 1 course per semester in combination with traditional courses to meet the full-time enrollment requirement. This applies to both undergraduate and graduate students.
- **Summer semester** F1 students are entitled to annual vacation each year. A student must be enrolled for a full academic year prior to being authorized for a vacation semester. ESL students follow different regulations than University level students and may not be eligible for Summer break. All student should ISS for authorization.
- **Transient status** (dual or concurrent enrollment) is prohibited by University academic policy. International students may not enroll as transient students at another school.

**4. Employment**

Off-campus employment without proper authorization is illegal. Authorization may be granted by USCIS through a formal petition, or through ISS, depending on your situation.

Accepting any form of unauthorized employment or payment for services is a basis for immediate termination of your I-20 and could lead to deportation.

On campus employment is limited to 20 hours per week during semesters. Student employment on campus, which is not funded by Federal Student Aid, is available to international students. Always consult with ISS before seeking out or accepting offers of employment.

**5. Student Health Insurance Program (SHIP)**

Adequate health insurance coverage that meets specific criteria is required by the Georgia Board of Regents. SHIP fees are added each semester to your account unless you request and obtain approval for a waiver. Students approved for Optional Practical Training (OPT) are not required by immigration regulation to maintain health coverage, but are strongly advised to do so. OPT students may optionally enroll in SHIP if there are no gaps in SHIP coverage, or they may obtain their own private coverage. For more info, visit the International Health Insurance tab on the ISS website.

**6. US Taxes**

ALL international students in the US will submit at least one tax form each spring as required by law. If you had no income, then you will pay no taxes. However, you will complete form 8843, which declares your immigration status and number of days present in the US to the Internal Revenue Service (IRS). If you did have income or a taxable scholarship, you will complete a Federal Tax Return to determine if a tax refund is due. ISS and the University Accounting Office coordinate each spring to provide information and assistance about US tax reporting requirements. Failure to submit the required tax form(s) could affect future immigration status.

**7. Reportable changes to personal info**

You must report changes of name, address, phone number, academic major, or visa status to ISS within 10 days of the change.

**8. Student Code of Conduct**

In the United States, universities hold students responsible for their personal conduct on campus, regardless of nationality, to ensure a safe and respectful university environment. This code is administered by The Office of Community Standards. Students may also confidentially ask ISS about any laws, regulations or policies as needed. Details are outlined in the Student Code of Conduct online at:

[www.clayton.edu/community-standards](http://www.clayton.edu/community-standards)

**9. Acknowledgement and Receipt**

By signing below, I acknowledge that I was provided adequate time to read, ask questions, and fully understand this information.

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

Laker ID#: \_\_\_\_\_

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

Date (MM/DD/YYYY): \_\_\_\_\_