

Office of International Student,
Faculty, and Staff Services

Reed Hall, 1st Floor
1620 McElderry Street
Baltimore, MD 21205
(410)955-3371/FAX (410) 955-0871
www.hopkinsmedicine.org/intlsvcs

With immigration laws and regulations constantly changing and penalties for non-compliance becoming more severe, it is critical that international students and scholars in F-1 and J-1 visa classification maintain their legal status in the United States. Students and scholars must be aware of and comply fully with the following compliance requirements set forth by the Department of Homeland Security (DHS) and the Department of State (DOS):

- You must maintain a valid passport at all times, unless exempt from passport requirements.
- You must attend the college/university DHS has authorized you to attend.
- You must complete an official immigration transfer whenever you change educational institutions. **F-1 students** must notify your current institution of your intent to transfer, obtain a Form I-20 from the new institution, and report to the Designated School Official at the new school within 15 days of the program start date listed on the Form I-20. **J-1 students** and **J-1 scholars** must notify your current institution of your intent to transfer, obtain a new Form DS-2019 from the new institution, and report to the Responsible Office at the new school by the start date on the new Form DS-2019.
- F-1 students** and **J-1 students** must complete a full course of study during normal enrollment periods. If you will not be enrolled full-time, you must receive authorization/permission from the Designated School Official in the OIS **in advance**. You and your academic advisor must complete the OIS form, "*Request for Authorization to Drop Below Full-Time Enrollment*," and submit it to OIS prior to registering for less than a full course load or prior to dropping below a full course load.
- You must apply for an extension of your program of study **prior to** the expiration date on your Form I-20 or Form DS-2019 if you cannot complete your program by that date. **F-1 students** must complete the OIS form, "*Extension of Status*" F1 Request. **J-1 students and scholars** must complete the OIS form, "*J1 Request Worksheet*." Extension Requests should be submitted 30-60 days prior to the expiration date of the Form I-20 or Form DS-2019 so the extension process can be completed prior to the expiration date on the document.
- You must obtain a new Form I-20 or Form DS-2019 **before** changing your academic program from one degree level to another, one school to another, or one major/field of study to another. You must receive authorization/permission from the Designated School Official or the Responsible Officer in the OIS **in advance**.
- You are **NOT** allowed to work in the United States without authorization. **F-1 students** are allowed to work on campus up to 20 hours per week when school is in session. **J-1 students** are only allowed to work on campus with their J-1 program sponsor's authorization. **J-1 scholars** may only work in the position and for the department indicated on their form DS-2019. Requests for permission to engage in any additional employment, such as an occasional lecture, must be directed to the J-1 Scholar Advisor in the OIS prior to beginning any such employment. **F-1 students authorized for OPT MUST report employment information and address changes to the OIS**. This information can be found in the OPT Packet on our website.

- **J-1 students and J-1 scholars** (*and their J-2 dependents*) are required by federal law to have sickness and accident insurance and medical evacuation and repatriation insurance in effect for the duration of their exchange visitor status, pursuant to 22 CFR 62.14. A willful failure to carry insurance is considered to be a violation of your legal status in the U.S. and will result in immediate termination of your status, pursuant to 22 CFR 62.45(d) and (f).

- You must report any change of address or residence and/or any change of name **directly to the Office of International Services** either by stopping by the office or emailing internationalservices@jhmi.edu within 10 days of the change. The RO/ARO is then obligated to update SEVIS with the new address within 21 days of receiving notice from the student/exchange visitor.

- You must notify OIS prior to traveling outside the U.S. so that the Form I-20 or Form DS-2019 can be endorsed for travel or a new form can be issued, if required. Students and scholars must visit OIS during office hours to obtain the travel signature.

- You must notify OIS of any accompanying dependents in F-2 or J-2 status and provide biographical information (e.g., full name, address, country of birth, etc.) and immigration information (e.g., passport information, visa information, etc.) regarding those dependents using the appropriate F-1 or J-1 Worksheet.

- If you are subject to Special Registration, you must comply with all requirements. Comprehensive information regarding this program is available at the Department of Homeland Security's website - <http://www.ice.gov/pi/specialregistration/>

IMPORTANT NOTE: This information is not exhaustive and is subject to change without notice. International students and scholars should contact the Office of International Services (OIS) at 410-955-3371 to arrange an appointment to discuss any questions or concerns related to your legal status in the United States.

The OIS Website is also an important resource for a variety of important information regarding your stay in the United States. To access the site, go to www.hopkinsmedicine.org/intlsvcs.

"I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal status. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my legal status to a professional in the Office of International Student, Faculty, and Staff Services, 1620 McElderry Street, Reed Hall 1st Floor, 410.955.3371."

Print Name: _____ Signature: _____

Date: _____

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