



**Policy Title:** International Student Reporting Policy and Procedure

**Policy Number:** ISO.106

**Policy Owner:** Director of International Student Office

**Responsible Office:** International Student Office

**Revision Date:** 11/16/2017

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## 1. Purpose and Scope

The purpose of this policy is to comply with federal laws and regulations that require the International Student office (ISO) to update and maintain the records of nonimmigrant students in both the F and J visa categories.

## 2. Policy

After international students obtain a visa and enter the U.S. in F-1/J-1 status, they must continue to maintain that status and follow F-1/J-1 regulations upon entry until final departure. The International Student Office (ISO) understands the Department of Homeland Security (DHS) regulations and help international student stay in compliance with DHS requirements while attending North American University or Gulf Language School.

## 3. Procedures

All International students must adhere to the following regulations:

- Maintain a full course load of studies: students must register and successfully complete a full course of study each semester. A full course load is described as 9 credit hours for graduate study, 12 credits hours for undergraduate study or a minimum of 18 hours for students pursuing language training only. Any changes in the student's major program of study must be communicated to the International Student Office (ISO).
- Maintain health insurance as mandated by federal regulations for the duration of the program: Federal law provides specific guidance on the amount and type of health insurance required for J visa holders.
- Obtain travel authorization signatures before leaving the U.S.: the I20 or DS-2019 must be signed by the DSO or ISO. A new travel signature is recommended every 6 months and is required every 12 months.
- Report any address or legal name change to International Student Office (ISO): Federal law requires reporting any name or address change to the ISO within 10 days of the change.
- Keep a valid I20 or DS-2019: Failure to extend the I20 or DS-2019 or change to another visa type after the program ends means the student is out of status with immigration.
- Student status covers the period when a student is a full-time registered student making normal progress toward your degree (or exchange program), plus an optional period of practical training following completion of studies, plus a 60-days "grace period" to prepare to depart the U.S. or change to another status. The student needs a new status or to have his program extended to stay more than 60 days beyond the program end date. Transfer procedures must be followed if transferring to another university.
- A valid passport must be kept: If the valid visa is in the old passport, the student must travel with both passports or have the visa transferred. The passport must be valid for at least six months beyond the period of stay in the United States.
- Know the regulations on working in the U.S.: International students are able to work for up to 20 hours per week on campus during the academic term, but must obtain permission from the International Student Office (ISO) before they can begin working. Working off-campus without authorization is a serious violation of visa status.

## 4. Who Should Read This Policy

- Students
- Vice President of Administrative Affairs

- Registrar's Office
- Admission's Office
- Provost, Department Chairs, and Academic Advisors
- International Student Office

**5 .Related Documents and References**

- none