INTERNATIONAL STUDENT CENTER
CAÑADA COLLEGE

**INTERNATIONAL STUDENT
RESPONSIBILITIES STATEMENT**

4200 Farm Hill Blvd, Bldg 3-103, Redwood City, CA, 94061 Tel: 1-650-381-3544 Fax: 1-650-381-3518 Email: caninternational@smccd.edu

The International Student Center (ISC) will help you stay in good immigration status by providing you with information needed to maintain your F-1 student status. However, it is your responsibility to maintain your F-1 status. If you are unsure of how to maintain your status, you should contact ISC for clarification. If you violate the terms of your F-1 student status, ISC will assist you, to the extent possible, to correct your F-1 status.

1. You must check in with ISC at the beginning of every semester to register your SEVIS record and submit updated immigration documents, such as your I-94 record (www.cbp.gov/i94). The deadline to check in with ISC is the ADD period deadline (approximately 2 weeks after the start of the semester).

2. You must report your U.S. residential address to ISC and WebSmart within 10 days of moving.

3. Make sure that your I-20 reflects your current program of study. If you change your major or your I-20 is expiring, you must request a change of major at the time of change or extension *before* your I-20 expires.

4. You must enroll full-time (at least 12 units) and attend classes every fall and spring semesters. Dropped classes do not count and only one online class counts towards full-time enrollment. If you do not enroll full-time, you must request an updated I-20 with Reduced Course Load (RCL) authorization. RCL authorizations are only eligible for medical/health or valid academic reasons. You may register for classes at another SMCCD college but not at all three colleges and the majority of units must be at Cañada College.

5. You must make normal academic progress towards completion of study and attend all classes. If you do not earn a GPA of 2.0 or above, you will be on academic probation. If you are on academic probation for more than 2 consecutive semesters, you will be academically dismissed and your SEVIS record will be terminated.

6. You must submit academic progress reports that will be mailed to you mid-semester. If you fail to submit progress reports, a registration hold will prevent you from registering for class in the following semester.

7. You must not work off campus without requesting an updated I-20 with CPT authorization or employment authorization from USCIS. To learn more about working off campus, attend an Employment Workshop.

8. Submit tax forms for each year you are present in the U.S. Tax Workshops will be held in the spring.

9. Obey all U.S. and California laws, and Cañada College's Student Code of Conduct in the College Catalog on pages 30-32 (www.canadacollege.edu/catalog).

10. If you plan on travelling outside of the U.S., make sure that the F-1 visa stamp in your passport is valid and the Travel Signature on the last page of your I-20 is dated within 6 months of your reentry into the U.S.

11. When you complete your studies, you must do one of the following within your 60-day grace period: 1) leave the U.S., which ends your F-1 status, 2) obtain a new I-20 for a new program of study (transfer), 3) apply for Optional Practical Training employment authorization, or 4) change your immigration status.

□ I have read, understood, and agree to my responsibilities as an F-1 international student. I understand that if I violate my responsibilities as an F-1 international student, my SEVIS record will be terminated and I will work closely with the International Student Center staff to correct my F-1 student status.

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STUDENT ID#   PRINT NAME   SIGNATURE   DATE