

# International Student Responsibilities

## F-1 Status

In response to national security concerns, changes in government policy and regulations pertaining to international students and foreign nationals can occur very rapidly. Although every effort will be made to notify you of these changes, USCIS hold the student responsible for maintaining his or her status at all times.

### General Guidelines

- You must report to Chattahoochee Technical College's International Services with *passport, I-94, stamped I-20, and any other immigration document* within the first two weeks of the beginning of your first semester. USCIS requires CTC to maintain copies of these documents in your file.
- **Student must register for a full course of study, meaning a minimum of 12 credit hours.**
- Student must report any change in immigration status to International Services.

### Duration of Stay

F-1 Students are usually given Duration of Status (D/S) on the I-94 which means that they are allowed to be in the U.S. as long as they are attending school full time and are not in violation of their status for any reason.

### Extension of Stay

- Students who are unable to complete their program of study by the expiration date of their I-20 must apply for an extension **before** the date of completion indicated on the current I-20. If the date has expired and the extension has not been requested, the student is considered out of status and if eligible, may apply for reinstatement.
- I-20's of F-1 students are not subject to periodic renewal.

### No Show Policy

- A "no show" is a student whose name appears on the class roster but who fails to have his or her attendance verified the first week of class.
- In all courses, regardless of the method of delivery (face-to-face, hybrid, or online), faculty will conduct a graded activity the first week of class in order to verify student attendance. This graded activity will document the student's intent to take the course. Any student not completing the graded activity will be reported as a "no-show" regardless of his or her attendance in the classroom. Any student reported as a "no show" by an instructor will be administratively withdrawn from the course and will show no enrollment history.
- No shows shall receive a 100% refund of applicable tuition (hours below the 15-hour tuition cap) and applicable refundable fees, excluding the application fee.
- Any student receiving financial aid who is reported as a "no show" will have his/her financial aid award for that class cancelled. All financial aid awards based on courses that students do not attend will be cancelled, and the student will be responsible for any applicable charges.
- Any "no show" who has used financial aid for books in the CTC bookstore and has that aid removed will be responsible for any and all applicable charges.
- NOTE: If a student decides not to attend a course, he or she is responsible for following the normal withdrawal procedures and withdrawing from the course(s) using BannerWeb. Students should not rely on the "no show" policy to withdraw from courses.

### Dropping Classes

- International students cannot drop below a full course of study during any term. There are a few circumstances under which a student may be authorized to enroll less than fulltime or withdraw from a class; however, **prior approval** from International Services must be obtained.
- Students must notify International Services of any emergency or medical problem beyond their control necessitating a request to drop courses or drop out of school for the semester. Without permission from International Services and documentation in the file, a student dropping below a full course of study will be reported to USCIS.
- If you drop out of school, USCIS requires you leave the United States immediately with no grace period. You will automatically be considered out of student status.

### Changing Majors

You must contact International Services to update your record in the SEVIS.

### Address changes

Students are required to notify the school and USCIS of any changes in address or telephone number within 10 days of this change.

## Vacations

- CTC's academic year is divided into semester terms. You are required to enroll for 12 or more credit hours each fall and spring semester. Summer semester is optional to register and is the designated vacation term for international students.
- If you need to leave the United States temporarily, you must have the following documentation to re-enter the U.S.
  - A valid passport.
  - A valid F-1 entry visa stamped in the passport.
  - A current USCIS I-20 form signed by International Services. The I-20 form must be signed ***each time*** a student wishes to temporarily travel outside the United States.
  - A new USCIS I-20 form if there has been any substantive changes in your course of study or places of study.
  - Proof of your financial support.

## Employment

USCIS offers F-1 status students limited work options for on-campus employment and economic hardship employment during their studies, and Optional Practical Training at the end of their education. All work options require ***prior authorization*** from DSO and USCIS. Students need to contact International Services for advisement. **WORKING WITHOUT USCIS APPROVAL IS A DEPORTABLE OFFENSE.**

## Online Classes

Out of the required minimum of 12 credit hours at least 9 must be taken on-campus. If all 12 credit hours are taken on-campus, there are no immigration restrictions, though there may be some academic limitations.

## Changing Schools

Students who are in current F-1 status can transfer to or from CTC. Students need to notify International Services of their current school using the Transfer Clearance form obtained from CTC's International Services to transfer to CTC. Student should continue to attend school and maintain fulltime status until he/she is accepted to the new school.

## English Proficiency

You must notify International Services if you find during the first semester your limited English is causing academic problems.

## Abbreviations and Definitions

- **Fulltime student status:** A full course of study is defined as a minimum of 12 credit hours.
- **SEVIS:** Student and Exchange Visitor Information System.
- **USCIS:** United States Citizenship and Immigration Service.
- **DSO:** Designated School Officer.

Signature below signifies that I have read and understand my responsibilities as an international student. I will retain this copy for reference purposes. The original document will stay in my student file.

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Signature

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Print Name

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Date

*Questions regarding the immigration policy and regulations, international admissions, and student service issues should be directed to International Services.*

Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college's accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.

Chattahoochee Technical College does not discriminate on the basis of race, color, national origin, gender or disability. For nondiscrimination information, please contact Dianne Lassai Barker, Title IX Coordinator, Chattahoochee Technical College, 5198 Ross Road, Room 132P, Acworth, GA 30102 (770) 975-4023, or [dbarker@chattahoocheetech.edu](mailto:dbarker@chattahoocheetech.edu) and Mary Frances Bernard, Section 504 Coordinator, Chattahoochee Technical College, 980 South Cobb Drive, Building G1125, Marietta, GA 30060, 770.528.4529, or [mfbarnard@chattahoocheetech.edu](mailto:mfbarnard@chattahoocheetech.edu)