

# International Student Responsibilities Intensive English Program (IEP) 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 term. USCIS requires CTC to maintain copies of these documents in your file.
  - Student must register for a full course of study, meaning 18- 21 clock 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 wish to extend their I-20 for additional terms of IEP 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.

- 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 on file, a student dropping below a full course of study will have the SEVIS record terminated.
  - 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.

**Transition to CTC** You must contact International Services to update your record in SEVIS if you wish to transition from the Intensive English Program (IEP) to the college-side of CTC. You must first be accepted to the college before International Services can issue you a new I-20.

**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.

**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.

**Vacation**

- An IEP student is eligible to take a vacation term after attending 4 consecutive terms at CTC.
- A vacation term means the student can take the term off as long as the student will return for the next available term.

Abbreviations and Definitions

**Full-time student status:** A full course of study is defined as 18 - 20 clock 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 at CTC.*

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)