

Graduate Students – **Enroll and successfully complete at least 9 hours each fall and spring, incompletes do not count toward full time enrollment.** Summer enrollment is optional. Withdrawing from classes resulting in fewer than 9 hours is not permissible unless extenuating or medical circumstances and **approval is granted by International Office prior to withdrawal.** Thesis and Dissertation students see International Student Services Office for additional information. **F-1 students who fail to maintain lawful nonimmigrant status will have their records terminated in SEVIS and immediately cease to be eligible for any immigration benefits such as employment or change of status.** There are no retroactive approvals in SEVIS.

*Students and advisors should read the Reduced Course load application and consult with the ISS staff **BEFORE** dropping below full-time or withdrawing from classes. Incompletes and audits do not count toward full-time enrollment.

IMMIGRATION APPLICATIONS AND REQUESTS:

CHANGE OF ADDRESS

F-1 students are required to report any change of address and phone number in writing to the ISS within 10 days of the change, in addition to your obligation to update your address with both the DHS and other University offices. ISS is required by regulation to update your address directly in SEVIS.

SPECIAL REGISTRANTS: must also update change of address on FORM AR-11 SR within 10 days of an address change. More information about Special Registration is available on the web- www.ice.gov Click on Public Information, Topics of Interest, Special Registration and then on ‘walkaway materials’ for travel information.

PROGRAM EXTENSION

If you are unable to complete your program of study by the date of completion listed on your form I-20, you must apply for a program extension at least one month prior to the expiration or at the time you notice the change in the length of the program if earlier. You must receive SEVIS approval of this extension before the completion date on your current I-20.

CHANGE OF LEVEL/MAJOR

When an F-1 student wishes to move from one level of study to another (BS to MS) or change field of study it is required that you inform the ISS office to receive approval. A new financial document and new I-20 are required showing approval for the change.

TRANSFER OF SCHOOL

Complete TU transfer form available in ISS office to facilitate request for new I-20 from transfer school.

STUDENT EMPLOYMENT

Contact ISS for specific information. May be employed on-campus or off campus with prior approval only. Limit to 20 hours per week during school year. Students **MUST** have written approval of PDSO/DSO **prior** to working.

UNAUTHORIZED EMPLOYMENT

F-1 students who engage in unauthorized employment, or accept unauthorized payment for services have violated their status and their SEVIS record must be terminated. No retroactive authorization, repayment of wages, or reinstatement to lawful F-1 status is available.

Students whose programs are terminated in SEVIS must terminate employment immediately, are subject to deportation, and may be barred from re-entering the United States. **Be sure you seek advice from the ISS staff before engaging in any type of employment.**

TEMPORARY TRAVEL OUTSIDE THE UNITED STATES

YOU WILL NEED:

- Most current Form I-20 endorsed for travel by ISS DSO/PDSO.
- NOTE: Bring form to ISS Office two weeks prior to leaving US for proper processing.
- Valid Passport (at least valid for up to 6 months into the future upon your return to the U.S.)
- Valid U.S. visa to return to the U.S. Check your current expiration date carefully to insure it will be valid upon your return. (If it will not be valid, the visa must be renewed at an American Embassy/ Consulate before you re-enter the U.S. To do so, you will need a valid passport, endorsed Form I-20, and proof of financial support).
- A current transcript and next semester enrollment
- Additional visas are required by some other countries.

SPECIAL REGISTRATION-NSEERS

The Department of State and USCIS are requiring a “Special Registration” for nonimmigrants from certain countries of citizenship, birth, or permanent residence. Departures from the U.S. by Special Registrants must also occur at designated U.S. airports where an exit interview will take place. You should allow 4-5 hours for this interview at the airport of final departure from the U.S.

SPECIAL REGISTRANTS: must also update change of address on FORM AR-11 SR within 10 days of an address change. More information about Special Registration is available on the web- www.ice.gov Click on Public Information, Topics of Interest, Special Registration and then on ‘walkaway materials’ for travel information. If you have a **FIN # on your I-94**(Arrival/Departure Record) you are designated as a Special Registrant.

PREPARATION FOR DEPARTURE

F-1 students who have completed a course of study and or completed Optional Practical Training must depart the U.S. within 60 days. F-1 students who fail to maintain a full course of study, withdraw from classes without prior approval from the PDSO/DSO, or have engaged in unauthorized employment must depart immediately. There is no grace period for any F-1 student who fails to maintain their nonimmigrant status.

*****NOTE: WHEN IN DOUBT ABOUT AN IMMIGRATION MATTER CONTACT
INTERNATIONAL STUDENT SERVICES**

The University of Tulsa
800 South Tucker Drive
Tulsa, OK 74104
(918) 631-2329 or fax (918) 631-3322
Email: inst@utulsa.edu