

Maintaining Your F-1 Visa Status

International Student Services Office

As an F-1 international student, it is imperative that you take the necessary actions to maintain proper legal status in the United States. Please read this document carefully and acknowledge the following important requirements:

- 1. Report to the International Student Services (ISS) Office upon arrival to the United States**
- 2. Always enroll FULL-TIME (12 hours) in courses**
 - If you encounter difficulties throughout the semester or face medical issues that require you to drop below full-time, please meet with your Academic Advisor and complete the “Drop Below Full-Time Request”*.
- 3. Report all pertinent changes to the ISS Office by submitting the “SEVIS Information Update Form”*. “Pertinent Changes” include but are not limited to:**
 - Change of Address
 - Change of Legal Name
 - Change of Program/Degree
- 4. Discuss your plans to transfer-out of Bluegrass Community and Technical College with your PDSO/DSO in the International Student Services Office**
 - To complete your transfer-out, you must have the transfer-in institution’s SEVIS transfer form, acceptance letter, and decide upon a transfer-out date.
- 5. NEVER work without speaking with the ISS Office first**
 - On-campus employment requires the Employment Verification Request Form*. F-1 students are limited to 20 hours per week during the academic year.
 - Off-campus employment requires prior approval, extenuating circumstances, a work permit, and the Employment Verification Request Form*.
- 6. If you plan to travel outside the country, you must notify the ISS Office and obtain a travel endorsement on page 3 of your I-20. To re-enter the US after a temporary absence, you must have the following documents:**
 - Valid passport
 - Valid F-1 visa stamp (or F-2, if a dependent)
 - Current I-20 with travel signature on page 3 (signature is valid for 12 months)
 - Proof of financial support (bank statement or scholarship letter)
 - Proof of Enrollment (Verification of enrollment or transcript, which may be obtained from the Records Office)



7. **Keep your immigration documents VALID and CURRENT. It is always a good idea to keep a photocopy of the following documents for your personal records:**
 - Personal information and photo pages of your passport
 - US Visa Stamp page in passport
 - Both sides of I-94 Form (also attainable online)
 - Pages 1 & 3 of your I-20
8. **If you are planning to change your status, you should visit the ISS Office. Regardless of the change you are making, it is important that you keep us notified about your plans.**
9. **Obtain program extension, as needed, before the date on your I-20 expires. To request a program extension, complete the “F-1 Program Extension Request Form”*.**
 - At BCTC, you must have a valid reason for requiring a program extension, such as academic hardship, acceptance to a Selective Admissions Program, or extenuating medical circumstances.

All forms discussed in this contract are located at:

http://bluegrass.kctcs.edu/Admissions/International_Students/Important_Documents.aspx

By signing this document, I acknowledge that I have the rules and regulations for maintaining my F-1 status. I understand that failure to adhere to these guidelines set before me may result in termination of my I-20 record.

Student's Printed Name

Student's Signature

Date

We encourage you to visit our International Student Services Office if you have any questions about maintaining your F-1 status.

