

**NIAGARA UNIVERSITY INTERNATIONAL STUDENT CHECK IN**  
(REQUIRED AT THE BEGINNING OF EACH SEMESTER)

**IMMIGRATION LAWS & REGULATIONS & STUDENT'S ROLE & REPONSIBILITIES AS AN INTERNATIONAL STUDENT**

It is critical that while in the U.S. in F1status you maintain your legal status and understand the regulations set forth by the U.S. CITIZENSHIP & IMMIGRATION SERVICES (USCIS), the U.S. Department of State (DOS) and the Student & Exchange Visitor Information System (SEVIS).

**INITIAL EACH SECTION TO INDICATE YOUR UNDERSTANDING:**

- \_\_\_\_\_ **A Valid Passport is required** at all times.
  
- \_\_\_\_\_ **Do not let the I-20 expire** prior to completing your degree requirements (# 5 on I-20). The I-20 document will **automatically complete** upon completion of degree requirements (not graduation ceremony) **or** on the **program end date** ( #5 on I-20), **whichever comes first.**
  
- \_\_\_\_\_ **Vacation Period:** You qualify for a vacation period, summer, only after being fulltime for 2 semesters.
  
- \_\_\_\_\_ **Extensions to I-20s** must be requested at least 60 days prior to the program end date appearing on the I-20 (#5 on I-20)
  
- ☆ \_\_\_\_\_ **Full time registration is required** (Graduate Students – 9 credit hrs.; Undergraduate Students - 12 credit hrs). Contact Elizabeth Broomfield in the Records Office if there is a situation that causes you to drop to part-time **before dropping classes!!**
  
- ☆ \_\_\_\_\_ **ONLINE COURSES:** Only 3 credits of online courses can be taken towards your full time requirements each semester! (example: 3 credits towards 9 credits of graduate full time, or 3 credits towards 12 credits of undergraduate full time)
  
- \_\_\_\_\_ **Canadian Part-time border commuter students** require a new I-20 document each semester (Canadian Nationals ONLY)
  
- ☆ \_\_\_\_\_ **Off-campus work is NEVER allowed** in the U.S. (except for approval from the U.S. government for special circumstances)
  
- \_\_\_\_\_ **On-Campus work:** Full-time students are allowed to work on campus up to 20 hours per week when school is in session, but may work fulltime when school is on break. (**Part time students** are not eligible for work benefits in the U.S.)
  
- \_\_\_\_\_ **Niagara University e-mail account** - periodic updates and notices are sent to provide important information to students.
  
- \_\_\_\_\_ **Change of address** must be reported to the Records Office within 10 (ten) days of the move. NU will notify USCIS.
  
- \_\_\_\_\_ **Change of name** must be reported to the Records Office with a marriage certificate or court order. A new I-20 will be issued.
  
- \_\_\_\_\_ **International Student Check-In** is required **within the FIRST WEEK of each semester at the Records Office**  
(NOTE: Failure to complete this Check-In could result in the termination of your I-20!)
  
- \_\_\_\_\_ **Dependents:** If you are bringing a dependent into the U.S. to live with you, you must apply for a Dependent I-20 document.
  
- ☆ \_\_\_\_\_ **Curricular Practical Training (CPT):** You must apply to Records Office for CPT approval prior to starting any internship or work experience (paid or unpaid, including student teaching; observation of classroom is not considered CPT)
  
- ☆ \_\_\_\_\_ **Optional Practical Training (OPT):** You must apply to the U.S. Government for OPT approval. See Elizabeth Broomfield in the Records Office at the beginning of your final semester for OPT information and deadlines!
  
- \_\_\_\_\_ **Requests for any I-20 changes/approvals** may take time to process through the SEVIS computer system. Thus, important time-sensitive requests (such as OPT and I-20 extensions) must be submitted in a timely fashion that will allow for such unexpected delays. Failure to do this may result in my falling out of status.
  
- \_\_\_\_\_ **Change of level (i.e.: undergraduate to graduate):** You must apply for a new I-20 document after completing one NU program before starting another program at NU. (You must apply within 60 days of completion of 1<sup>st</sup> program to avoid SEVIS fee.)

(CONTINUED ON BACK)

("IMMIGRATION LAWS" CONTINUED...)

\_\_\_\_\_ **Transferring to another university:** If you intend to transfer to another U.S. University, you must request (in writing) to have the Records Office transfer your SEVIS record to the other school. You will need to apply to that university for a new I-20.

\_\_\_\_\_ **Keep all copies of your I-20!** They are proof you maintained student status; the government may request them at a later date.

\_\_\_\_\_ **Turn in the I-94 card (arrival/departure card):** When leaving the U.S., the I-94 (the small white card stapled to your I-20 or in your passport) should be turned into a customs agent as you are entering another country. (Read the back of the I-94 card). Canadian commuters are not required to turn their card in daily, but should turn their I-94 card into Canadian Customs after the completion of your program, or after the completion of OPT. Turning in the card tells the U.S. Government that you are no longer in the U.S. in student status. **VERY IMPORTANT!!!!**

\_\_\_\_\_ **The student holds sole responsibility of maintaining proper status:** NU makes every attempt to assist students with maintaining status; however NU, and its employees, cannot be held responsible for your failure to maintain status. If you are uncertain about some aspect of your student status, please contact the Records Office for clarification.

\_\_\_\_\_ **A Copy of this form** has been provided to me.

**BIO UPDATE**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ NU STUDENT I.D.# \_\_\_\_\_

CELLPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CURRENT RESIDENCE (check one): \_\_\_\_\_ RESIDENT HALL \_\_\_\_\_ LOCAL U.S. ADDRESS \_\_\_\_\_ COMMUTING FROM CANADA \_\_\_\_\_

RESIDENT HALL: \_\_\_\_\_ ROOM # \_\_\_\_\_ PHONE: \_\_\_\_\_

U.S. PHYSICAL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
STREET ADDRESS (PO BOX NOT ACCEPTABLE) CITY STATE ZIP

U.S. MAILING ADDRESS: \_\_\_\_\_  
PO BOX IS ACCEPTABLE FOR MAILING ADDRESS ONLY

FOREIGN ADDRESS (HOME): \_\_\_\_\_ PHONE: \_\_\_\_\_  
STREET ADDRESS CITY STATE P OSTAL CODE

**CHECK ONE:** \_\_\_\_\_ UNDERGRADUATE    **CHECK ONE:** \_\_\_\_\_ FULL TIME    MAJOR: \_\_\_\_\_ MINOR: \_\_\_\_\_  
\_\_\_\_\_ GRADUATE    \_\_\_\_\_ PART TIME    EXPECTED COMPLETION OF DEGREE REQ: \_\_\_\_\_ / \_\_\_\_\_

(If you have dependents with you here in the United States under your F1 Visa, you will need to complete a Bio Update for those dependents as well)

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**THIS IS MY FINAL SEMESTER! YES / NO**

**If yes: I know about OPT and the application deadline \_\_\_\_\_ (initial)**

**If yes: I know about turning in the I-94 \_\_\_\_\_ (initial)**

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**I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal F-1 status. I also certify that the above Bio information is true and accurate.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONTACT US IF YOU HAVE ANY QUESTIONS ABOUT YOUR I-20 OR F1 STUDENT STATUS IN THE U.S.**

Office of Student Records & Financial Services, PO Box 1914, Niagara University, New York 14109-1914  
Tel: 716-286-8730 Fax: 716-286-8733  
[www.niagara.edu/international](http://www.niagara.edu/international)