

STUDENT GUIDELINES TO MAINTAIN LEGAL F-1 STATUS

- Maintain a passport valid for at least six months into the future.
- Attend the college or university that the United States Citizenship and Immigration Service, USCIS, has authorized you to attend.
- Concurrent enrollment at other DCCCD colleges or other colleges/universities must be approved by your international student advisor.
- Students who are admitted to study the Intensive English Program in a spring semester must enroll full time in the following summer semester.
- Continue to carry a **full course of study** each regular semester (fall and spring). If a problem arises, talk to your international student advisor prior to dropping below full course of study.
- Registration must be done by the registration deadline of each regular semester.
- Maintain good academic standing of 2.0 GPA or better.
- A change in educational level from the Intensive English Program to a college-level program will require updated/new financial support documents. Please contact your international student advisor at least 30 days prior to the beginning of the new program.
- A change of major will require approval by an international student advisor.
- Do not change schools without first contacting your international student advisor.
- Limit on-campus employment to 20 hours per week while school is in session.
- Do not engage in off-campus employment without authorization from the USCIS.
- Report a change of address, phone number, or e-mail address to the Multicultural Center within 10 days.
- Meet all financial obligations at Brookhaven College.
- Request travel authorization from your international student advisor at least two weeks before leaving the United States.

FULL COURSE OF STUDY

- **A minimum of 12 credit hours for college level. No more than the equivalent of 3 credits hours of online learning course work per session may be counted toward the “full course of study” requirement. Nine credit hours of the 12 required hours must be taken as in-class instruction courses. CLEP exams and credit by exam courses may not be used as part of the required 12 hours.**
- **18 clock hours of attendance a week for the Intensive English Program**

Students who fail to maintain a full course of study are out of status and ineligible to work on campus, or to apply for off campus employment. You must meet with an international student advisor to file for reinstatement.

*** Please use black ink**

Printed Name

Signature

Date