



**ATLANTIC CAPE  
COMMUNITY COLLEGE**  
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## Understanding My Responsibilities as an International Student in F-1 Status

As an international student at Atlantic Cape Community College, I understand and agree to adhere to the following USCIS (United States Citizenship and Immigration Service) regulations to maintain my student visa status. Failure to comply with USCIS rules and regulations may result in my becoming “out of status” and result in possible USCIS action against me. Additionally, Atlantic Cape Community College has specific rules that help students comply with these guidelines. (“I” or “me” or “my” refers to the student who is signing this document.)

- While the Office of Admissions and Academic Advisement at Atlantic Cape Community College provides students with a superior level of advisement and other student services that pertain to students in F-1 status, we do not provide legal services. For legal issues and services, you should refer to a qualified immigration attorney. Likewise, we are not parents. Students need to act responsibly and maturely, both in and out of the classroom.
- Additionally, this office has the responsibility for monitoring a student’s compliance with USCIS rules and regulations. I further understand that I am responsible for knowing and adhering to these rules, and that there may be serious consequences to me should I fail to comply with these rules.
- **I (the international student studying on an F-1 visa) am responsible for completing no less than twelve (12) credits in the fall and spring semesters of each academic year. I must satisfy attendance requirements of each course and make reasonable academic progress toward a degree. If I fail to do this -- for whatever reason -- I understand that I may become “out of status” and will need to apply to the USCIS for reinstatement.**
- I am not obligated to attend the summer sessions, but may choose to do so in order to accelerate my progress towards completion of my studies.
- It is my responsibility to monitor my own registration status and make sure that my courses have not been dropped for non-payment or, if a class has been canceled, it is my responsibility to make sure that I find another class to replace the canceled one and maintain my full-time status.
- **It is also my responsibility to notify the International Advisement Office when I become ill enough to miss classes.** Students who have emergencies or medical conditions that happen unexpectedly and keep a student from attending classes must be able to document these problems as soon as is reasonable after they occur. We cannot help any student who does not report medical conditions or other emergencies after a week or two of any given event.
- I will seek and accept placement and advising from the Offices of Counseling, Testing, Admissions and Academic Advisement as needed and as recommended.

Initial here \_\_\_\_\_ Date \_\_\_\_\_

- **I will notify the Office of Admissions of any change of address within 10 days in the event that I change my address in United States. If I fail to do this, I may become out of status and require reinstatement.**
- I am solely responsible for the timely submission of all my documents to the USCIS. This office will assist students in preparing these documents, but I am ultimately responsible to see that they are sent.
- **I am solely responsible for making sure that my visa documents are current and in order – including the expiration date on my I-20 - and for providing this office with copies of any changes, such as new I-94 card and update visa.**
- I must consult the Office of Admissions at least three weeks prior to any travel outside of the United States **and obtain a signature on page three of my I-20 before leaving the United States.** . Students traveling on expired visas do so at great risk. It is therefore in your best interest to seek the advice of this office prior to any travel outside of the United States.
- I will not take any vacation time during any academic term without the approval of both my instructors and the Office of Admissions.
- I understand that I will be tested for mathematics and English language proficiency, and, if the test results indicate, I may have to take ESL or remedial classes prior to enrollment in courses that are required for my major.
- **I understand that my reason for being in the United States is to be a student, and that I may have to attend school at times that I don't find convenient. Depending on course availability, I may have to come to school five days per week, morning, afternoon and evening.**
- I also understand that course selection is somewhat limited at the Atlantic City and Cape May campuses and that I may have to include courses in my schedule that are only offered at the Mays Landing campus.
- **The F-1 student visa is not a work visa, and my opportunities to work are very limited. I understand that I cannot work without the permission of the USCIS. I will refer only to the Office of Admissions for assistance in this matter.**
- I will notify the Office of Admissions in a timely fashion of any illness, emergency, absence, change, or intention to change my visa status.
- I will not engage in any activity that might endanger my visa status. Examples of these activities include committing or helping to commit a crime, working illegally, or failing to otherwise maintain my status.
- I understand that not adhering to these rules will result in losing my status and in my being directed to file a reinstatement application. The reinstatement process is costly and complicated and will likely result in deportation proceedings should my reinstatement application be denied. It is therefore in my best interest to maintain my status. **While Atlantic Cape Community College has an open admissions policy, the college is not obligated to issue reinstatement I-20s to those students who, in the college's judgment, will not qualify for reinstatement.**

Student's Name (please print)	Student's Signature
Date	Student ID Number