

Maintaining Legal Student Status in the US/Required Immigration Tutorial

After viewing the entire online immigration tutorial, please check each box as you understand, and agree to comply with, each provision stated below. Tutorial can be accessed here:

<http://missouristate.mediasite.com/mediasite/Play/dac1e216731c4c45b48731921943c1001d>

International students must be aware of and comply fully with the following:

- Be enrolled as a **full-time** student each fall and spring semester (this includes programs that are offered mostly, or entirely, online):
 - **12 credit hours for undergraduate students***: only **3 (three)** credit hours in an internet, or via any distance learning, course can count toward full-time enrollment. Therefore, an undergraduate, international student must enroll in a minimum of **9 (nine)** credit hours each semester of “traditional” classes, with an overall requirement of 12. Classes taken in “audit” status do not count toward full-time requirement.
 - **9 credit hours for graduate students***: only **3 (three)** credit hours in an internet, or via any distance learning, course can count toward full-time enrollment. Therefore, a graduate, international student must enroll in a minimum of **6 (six)** credit hours each semester of “traditional” classes, with an overall requirement of 9. Classes taken in “audit” status do not count toward full-time requirement.

***Any deviation** from this minimum requirement must be approved by a *designated school official (DSO)* prior to enrolling in or dropping to less than full-time enrollment. Exception forms are available in the IS Office or online at:

http://international.missouristate.edu/assets/internationalservices/Request_for_Approval_of_Reduced_Course_Load_RCL_SP14_1_.pdf.

- Obtain proper employment authorization before beginning any work
 - Limit your on-campus employment to 20 hours per week while school is in session
- Obtain program extension if you will continue study beyond end date on I-20 or DS-2019 form prior to form expiration date
- Notify the International Student Services if you plan to transfer from Missouri State University to another school, academic institution or university.
- Keep the International Student Services informed of your current address, telephone number, and email address
 - Appropriately respond to email and phone messages from the university and/or International Services
 - Read the International Services email newsletter
- Notify the International Services of a **change of address** within 10 days of the change
- Keep your passport valid at all times
- Verify with the International Services Office that you have proper documentation before traveling outside US
 - including travel signature on your I-20 or DS-2019 form

Signature _____ Date _____

Please return this form to the International Services Office when you check-in. Thank you.