

Immigration Responsibilities

All international students and scholars are responsible for knowing the rules and regulations pertaining to their status. Failure to comply with the rules can result in serious consequences, including loss of your immigration status in the United States.

These are your basic responsibilities as an international student or scholar:

- Maintain a valid passport at all times and provide the International Admissions Department with a updated copy
- Attend the school whose I-20/DS2019 you entered the United States on
- Know the expiration date of your visa and provide International Admissions with visa renewals
- Know your program completion date on the I-20 or DS-2019 and follow correct procedure for timely extensions
- Carry full course load-12 credits for undergraduates, 6 credits for graduates Follow correct procedures for less than full time course load
- Make normal academic progress
- All F-1 and J-1 students, unless sponsored by their government, must enroll in ERAU's health insurance (including dependents)
- Report to Admissions with changes in status within 10 days of a move, extension, transfer or program change
- Obtain official work permission and approval from admissions, including RA and GA college roll positions and all forms of off-campus employment. Apply for Curriculum Practical Training (CPT), Optional Practical Training (OPT) in a timely manner
- Obtain travel signatures before leaving the United States
- Notify admissions if you are leaving school for any reason
- Obey state and federal laws
- Check your ERAU email account daily for important notices and updates
- Do not delay in requesting immigration information from admissions.

***All processes/requests in the International Admissions Department take a minimum of 24 hours or longer. Waiting until the last minute may result in falling out of legal status.**

By law, Embry-Riddle is required to keep the following information on file: your name, birth date, place of birth, country of citizenship, current U.S. address, current academic status (including the start and end dates of your academic program), type of degree program and field of study, employment requests/approvals, termination date and reason, registration of the number of credits per semester, and copies of immigration documents and passport. Embry-Riddle officials are required to report any changes related to international students in SEVIS within 10 days.

Print full name	Signature	Date	Student ID
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By signing above, I acknowledge that I have read my immigration responsibilities and will seek assistance in any areas that require additional clarity.