

## INTERNATIONAL STUDENT REQUIREMENTS FOR SEVIS

### Student and Exchange Visitor Information System (SEVIS) requirements for F-1 student visa holders and their dependents.

\*Please note: this information is required by USCIS of all students at all schools, however, this handout is written specifically for and about CGU.

### Reporting of Personal Information

You must provide specific personal data to CGU. Personal data that Designated School Officials (DSOs) are required to monitor and report to SEVIS are as follows:

- Name (all changes must be reported immediately)
- Date of Birth
- Country of Birth
- Country of Citizenship
- Address in Home Country ("Foreign Address")
- Mailing Address (Local address in US)
- Criminal Convictions (if academically related)
- Length of Study (number of months)
- Program Start Date (For CGU, it is the day of International Student Orientation)
- Program End Date (last day of classes **or** the day when you complete your thesis/dissertation and fulfill your degree requirements)
- English proficiency
- Financial Information (to cover academic and personal expenses for 2 semesters)

I-20 issuing date & the DSO who issued it  
I-20 duration time frame

Any changes to the student's personal information must be reported to the International Staff IMMEDIATELY, as reporting requirements sometimes mandate an update in as little as 24 hours.

### Reporting of Academic Information

You must provide specific academic data to CGU. Academic data that Designated School Officials (DSOs) are required to monitor and report to SEVIS are as follows:

#### New Students

- Date of Arrival (you may enter no more than 30 days before the start of the program)
- Registration—You must be enrolled in a minimum of 8 units at the end of the add/drop period. Failure to do so will result in you losing your F-1 status (you will be considered a "No-Show").
- Less Than Minimum (please see section under Continuing Students)

#### Continuing Students

- Registration— You must be enrolled in a minimum of 8 units at the end of the add/drop period and must retain all 8 units throughout the semester. Failure to do so will result in you losing your F-1 status (you will be considered "Out of Status").  
*Less than Minimum*—as an F-1 student, you **MUST** be enrolled for a minimum of 8 units **each** semester until you complete the degree program (unless you are in doctoral study or continuous registration). Audit units do not count as units toward the 8-unit minimum requirement.

**Exceptions to the 8 unit minimum requirement:**

- Each student may be excused ONCE for a total of one semester if you meet at least one of the requirements on the “Less Than Minimum Load Form.”
  - o The Less Than Minimum Load Form (located online at [www.cgu.edu/intlforms](http://www.cgu.edu/intlforms) ) must be completed by your academic department and submitted to the International Student Advisor for authorization. If you drop below minimum without submitting this form, you will be considered out of status and will lose your F-1 status.
- Summer semester does not count towards the less than minimum rule (unless Summer semester is your first semester at CGU).

Change of Degree/Field form—Must first be filled out with department then filed with the International Staff in order to approve change and receive a new I-20, if needed. (Please be prepared to submit a new Affidavit of Financial Support and supporting documents, if asked)

Program Extensions (Specifically for immigration purposes; this is not the same process as filing for an extension with the University’s Student Records Office)

- You must obtain the Program Extension Form (located online at [www.cgu.edu/intlforms](http://www.cgu.edu/intlforms)) and complete it with your academic advisor.
- Submit the form along with a new Affidavit of Financial Support (also found online at [www.cgu.edu/intlforms](http://www.cgu.edu/intlforms)) with updated supporting documents (no more than 7 months old).
- The International Student Advisor will then make the necessary changes in SEVIS and provide you with a new I-20.

Leave of Absence—may only be granted to F-1 students for medical leave.

Medical leave may only be granted one semester at a time, for up to one year. To be authorized, you must first obtain approval from the Dean’s Office then inform the International Student Advisor for final authorization. For all other reasons, you will need to leave the country.

Note: If you leave the country for more than 5 months, you must obtain a new initial I-20 to reenter the country.

Transfer to Another School

The Process: You will need to obtain a transfer form from your intended school and submit this form to the International Staff. In the meantime, inform your department of your intent to withdraw and file a formal withdrawal with the Office of Student Records. The International Staff will fill out and return this form to your school and release your record in SEVIS. This will give your new school access to your record and allow them to complete the transfer process. They must complete reporting on a transferred student within 15 days of the 1<sup>st</sup> day of classes.

**Note: the SEVIS release date is non-negotiable.** Once your school accepts your record, we cannot cancel or alter the transfer. Any changes made to your plans to transfer must be reported to the International Staff before this date.

Graduation—upon completing your degree requirements (last day of classes or day you complete your thesis/dissertation) you will have no more than 60 days to remain in the US. During this “60-Day Grace Period” you may:

- Leave the Country
- Transfer to another school
- Apply for Optional Practical Training
- Be granted a Change of Status (visa status)
- Begin a new program (must be completed before the start date of the new program and cannot start more than 60 days from the end of the previous program.)

Students graduating in the Fall who leave the country (i.e. do not transfer or change to another program) may return to the US for the Spring commencement ceremonies *only if* granted a tourist (B) visa.

### **Academic Probation**

To comply with visa regulations, international students must always be making continual satisfactory academic progress towards their degree. Students may be placed on academic probation if they do not satisfy immigration and/or CGU academic requirements.

### **Immigration Requirements**

Students must complete a full-time load (i.e. minimum of 8 units) each semester. This means that you must earn grades for a minimum of 8 units. For immigration purposes, incompletes are **not** grades. Incomplete grades are regarded by immigration officials to represent an individual's voluntary inability or unwillingness to attend class and/or complete assignments. Immigration regulations **do not** permit international students to stop attending class or not complete coursework – this is considered evasion of your primary responsibility of being an F-1 student (mainly, to pass your classes and earn your degree). Though it might seem odd, it is better to receive a failing grade than to receive an incomplete, as the failing grade indicates that you completed coursework (but that this work was unsatisfactory). Of course, low grades may impact your CGU GPA requirements (see below).

### **CGU Academic Requirements** (please see page 21 of the bulletin)

- Students may not carry more than 2 incompletes on their academic record
  - After one year, incompletes turn into permanent incompletes – ok for the school, but not for immigration if the incompletes drop a student below full-time enrollment (in other words, if you earn less than 8 units).
- Students must maintain a 3.0 GPA
  - Students **cannot** graduate from CGU with less than a 3.0 GPA

### **Dual Degree Students**

For SEVIS purposes, international students who wish to obtain a dual degree will not be able to obtain one degree then continue to the next. Both degrees must be completed before a degree can be conferred from CGU.

**Dependent Information**—dependents are defined as a spouse or children of the F-1 visa holder. Any changes to the dependent's personal information listed below **MUST** be reposted to the International Staff *immediately*:

Marriage  
Divorce  
Birth of a Child (if not born in the US)  
Child Turning 21 Years of Age (if current dependent. Will no longer be considered a dependent and must file for another visa status or leave the country.)  
Personal Information listed under Student Requirements

### **Past Due Balances**

All past due balances must be cleared through the Student Accounts Office by the end of the Add/Drop period. If you are having financial difficulties, make sure you talk to Student Accounts instead of avoiding them as they may be able to provide you with options of which you were previously unaware. You will not be able to register with a past-due balance—as you know, failure to register in at least 8 units will result in your falling out of status.

**Other SEVIS Reporting Issues**

- Optional Practical Training—you may be authorized for up to one year of post-graduation off-campus employment. You may obtain application materials online at [www.cgu.edu/intlforms](http://www.cgu.edu/intlforms) or from the International Staff. Please make an appointment to meet with the International Staff to complete your OPT application. If approved, please remember to report any change of address while on OPT to the International Staff as you will still be considered a CGU charge.
- Curricular Practical Training—you may be authorized for off-campus paid employment while studying. You may obtain the form online at [www.cgu.edu/intlforms](http://www.cgu.edu/intlforms) or from the International Staff. Your department must first approve this training before the International Staff can provide you with final authorization.
- Economic Hardship—you may be authorized for off-campus paid employment while studying for up to one year at a time for reason of economic hardship. This process is a lot like OPT and may also be denied—please see the International Staff for more information about this authorization.

**Falling Out Of Status**

If you fall out of status you can be arrested and/or deported. Depending on the length of time that you have been out of status, it may take up to 10 years to be legally admitted back into the US. In some cases, you will be able to apply for reinstatement, which involves a wait time of at least 3-4 months and a large application fee. The International Staff can assist you in the reinstatement process.

PLEASE REMEMBER THAT COMPLIANCE OF THESE LAWS IS REQUIRED BY USCIS AND THAT NO EXCEPTIONS TO IMMIGRATION RULES/REGULATIONS CAN BE GRANTED BY CLAREMONT GRADUATE UNIVERSITY.



**PLEASE RETURN THIS PORTION OF THE FORM TO THE  
INTERNATIONAL STAFF  
AT CLAREMONT GRADUATE UNIVERSITY**

I have read and understand my responsibilities as outlined in the International Student Requirements for SEVIS document.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date