



## **The Role and Responsibility of International Students and Scholars in Compliance with the Student and Exchange Visitor Information System**

All F-1 and J-1 students and scholars are part of the SEVIS tracking and monitoring system. It is important that you understand what this means. Being a student or scholar with F-1 or J-1 status, you are responsible for learning, understanding and complying with the U.S. laws and regulations that apply to you. If you fail to do so, you could be deported from the United States and Barred from returning for an extended period of time, thereby jeopardizing your academic career.

We want you to successfully complete your program at Butler University. Your failure to be aware of and comply with these requirements could jeopardize your academic plans. It is extremely important that you read and fully understand this information.

### **Requirement to Report Address Change to the International Student Services Office**

You are required to report any address change to the University within 10 days of the address change. This includes address changes of any of your dependents as well. You can do this by completing our SEVIS Update Form at:

### **Requirement to Obtain Prior Authorization from ISSO to Drop Below a Full Course of Study**

If you are a student you are required to pursue a full course of study during normal enrollment periods (Fall, Winter, and Spring Quarters). The Reduced Courseload Certification must be completed prior to dropping below a full time status. Full time at Butler University is 12 credit hours undergraduate students or 9 credit hours for graduate students. You are allowed to deviate from this full course of study only with PRIOR authorization from an ISSO advisor, and only under very limited circumstances. You will need to complete a Reduced Courseload Certification Form which can be found on our website at:

### **Requirement to Report Departure Date and Reason to the ISSO**

Sometimes, and for a variety of reasons, students and scholars leave the University early or unexpectedly. Some of these reasons include early graduation, leave of absence, suspension, expulsion, or family emergencies. You are required to inform the ISSO if you plan to leave the University before the date on your immigration document (I-20 or DS-2019), and the reason for doing so.

### **Requirement to Abide by Employment Regulations**

Students may work **no more than 20 hours per week** on-campus while school is in session. These 20 hours include the work you do for your assistantship if you have one. You are not permitted to work off-campus without receiving PRIOR authorization from the U.S. Federal Government and/or the ISSO depending upon your visa status type. Employment possibilities are very limited. Scholars are permitted to work as stipulated on the DS-2019 for Butler University. You are **NOT** permitted to work anywhere else while in the United States, including being paid for a lecture or speech, without written authorization from the ISSO. If such opportunities arise please schedule an appointment with the ISSO advisor.

### **Requirement to Transfer to Another School**

You are currently authorized to study or conduct research at Butler University. If you decide to study or work at another school in the U.S. you must notify the ISSO of your intent to transfer and what school



you plan on transferring to. The ISSO will then enter a "Release" date in SEVIS. After this date is reached the new school can issue you a SEVIS I-20 or DS-2019. You will then have to report to the Designated School Official/Responsible Officer at the new school within 15 days of the program start date.

### **Requirement to Apply for an Extension of Program**

You must apply for an extension of your program **prior to** the expiration date on your Form I-20 or Form DS-2019 if you cannot complete your program by that date. Requests for extension should be submitted prior to the expiration date of the Form I-20 or Form DS-2019 so the extension process can be completed prior to the expiration date on the document F-1 and J-1.

### **Requirement for Changing Your Academic Program or Degree Level**

Students must obtain a new Form I-20 or Form DS-2019 **before** changing your academic program from one degree level to another (e.g., from Bachelor's to Master's level) or one major/field of study to another (e.g., from Chemical Engineering to Physics). You must receive a new I-20 from an ISSO advisor **within 15 days** of beginning the new program/degree level.

### **Requirement for Receiving Authorization to Travel**

You must notify the ISSO prior to traveling outside the U.S. so that the Form I-20 or Form DS-2019 can be endorsed for travel or a new form can be issued, if required. Students and scholars must complete and submit an ISSO "*Travel Request Form*" **at least** 3 days prior to the anticipated travel date, although you are strongly encouraged to submit the form even earlier.

### **Requirement to Adhere to Grace Period**

After the end-date on form DS-2019, a J-1 scholar has a 30-day grace period following completion of their program. After the completing a program of study an F-1 has a 60-day grace period. During the grace period you are expected to depart the U.S., transfer to another institution (F-1 students only, J-1's must transfer prior to starting a grace period), or, if eligible, change to another non-immigrant status. Failure to adhere to the grace period requirement is a violation of status.

### **Requirement to Provide documentation of Dependents**

You must notify ISSO of any accompanying dependents in F-2 or J-2 status and provide biographical information (e.g., full name, address, country of birth, etc.) and immigration information (e.g., passport information, visa information, etc.) regarding those dependents using the ISSO "*Request for and Children Form*". The ISSO is required to report information to INS and/or DOS regarding your dependents.

**IMPORTANT NOTE:** This information is not exhaustive and is subject to change without notice. International students and scholars should contact the International Student Services Office (ISSO) at 317-940-9888 with questions on any of the information presented above.