Dear Student:

In addition to the wide variety of resources available to help international students meet their educational goals, Fox Valley Technical College (FVTC) also provides special services for international students. The Global Education and Services Department is here to assist you with ongoing support in meeting your academic, personal and social needs.

As a student in the United States, you have legal responsibilities and rights you must be aware of and fulfill. **Each student is responsible for keeping his or her immigration status up-to-date.** The Global Education and Services staff can answer many of your questions about immigration and explain the regulations of the USCIS as they relate to your academic career and college attendance. Immigration regulations are complex, and change often. All international students must be sure to do the following things:

1. Maintain your full-time status as an F-1 student by completing 12 credits per semester. Students who fail to maintain a full course of study are out of status. If a student enrolls in less than 12 credits per semester, written documentation (e-mail or fax) must be provided to the International student Advisor **one week** prior to the start of the semester. This documentation will be kept in student’s file. Some exceptions to full-time course of study include medical problems, valid academic reasons or completing program during term.

2. International students cannot withdraw from school or take a semester off without prior approval from program coordinator.

3. Report a change of address to the international advisor and enrollment services within 10 days. Notify admissions office with change of address and telephone number prior to moving.

4. Keep your passport valid at all times. Your passport allows you to leave and enter the country. You should have it renewed at least six months before it expires. You should contact your home country's embassy for specific renewal instructions.

5. The student is responsible for maintaining their F-1 status. The international adviser is required to maintain current student records. If changes do occur, it is the responsibility of the student to keep the program coordinator informed of the following:
   a. extension of stay - make an appointment with the International Adviser one month before your I-20 expires (date in #5 of I-20)
   b. change in program of study - see International Advisor
   c. transfer of schools - see International Advisor
   d. disclosure of criminal activity - see International Advisor
6. Check the number of entries allowed on your visa carefully before you leave the U.S. If you have a single entry visa, once you leave the US to visit any other country, you will have to reapply in your country of residence for a new visa. When you travel outside of the US including to Canada and Mexico, be sure your documents are current and valid. The passport, I-94, I-20, and a visa are needed to re-enter the U.S. Before departing the U.S., the International Adviser must sign the back of your I-20 that validates your student status. Do not travel with expired documents.

8. To open a bank account in the US, an international student must obtain a Tax Identification Number from the Internal Revenue Service (IRS). Forms are available at IRS office, located at 1901B E. Capitol Drive, Appleton, WI 54911. The other option is for your International Student advisor to write a letter for you and Community First Credit Union on the Appleton campus may create and account for you after you provide the letter, I-20, passport and proof of current registration at FVTC.

9. Off-campus employment is prohibited for F-1 students during the first nine months in the U.S. On-campus employment (college work study) at FVTC is generally not available to international students. There are few circumstances where paid employment is sometimes available, in this case you may work as long as it is on campus (the book store, student ambassador, and tutoring services are some examples). If your program of study requires Optional Practical or Curricular Training, please contact the international student adviser for an application.

10. Attendance - Class attendance is mandatory. Attendance is the responsibility of the individual student, including notification of absence as required by the instructor and arranging for the completion of missed course work.

11. Remain in the U.S. for no longer than 60 days after completing the full course of study, unless prior to that time the student has followed procedures for applying for practical training, moving educational levels, or school transfer.

12. A violation of any above conditions will result in the loss of student status. There are two possibilities for returning to status: application to USCIS for reinstatement, or to leave the US and re-enter with a new I-20.

As an international student, you will find the atmosphere at FVTC centered on you, the student. Your International Advisor, the program advisors and academic counselors will help you make your course selections and to understand how to register for classes. Please review the above guidelines set in place to make certain you understand your responsibility for keeping your immigration and student status up-to-date.
Please do not hesitate to contact me if you have questions. I can be reached by telephone: (920) 735-4817, or by e-mail at zoesch@fvtc.edu. I look forward to hearing from you. Thank you.

Sincerely,

Rose Zoesch
International Programs Manager
Global Education and Services Department

I hereby acknowledge that I have read, understand and will adhere to the requirements contained in this letter.

______________________________________   __________________
Signature                                                      Date