Maintaining your F-1 Visa Status

All members of the CIIS academic community are bound to uphold the highest standards of scholarship. As an international student, you have an additional obligation to comply with the immigration laws and regulations of the United States. It is illegal to violate U.S. federal immigration laws and regulations for any reason whatsoever. Your failure to be aware of and comply with these requirements could jeopardize your academic plans and plans for future visa applications. It is extremely important that you read, understand and comply with this information.

Details of the immigration regulations and CIIS policy are outlined in individual documents and the IS Handbook on MyCIIS.

The U.S. Citizenship and Immigration Services (USCIS) for F-1 students sets forth regulations regarding how to maintain your visa status. As long as you continually meet these requirements you are considered ‘in status’ or ‘maintaining your visa status’. The International Student Advisor is available to assist you with maintaining your status, but when you (and your dependents) enter the country in non-immigrant status, it is your responsibility to understand the immigration regulations that affect you. Maintaining your visa status requires that you:

1. Keep your passport and I-20 valid at all times.
2. Attend the school you are authorized to attend as indicated on your I-20.
3. Register and complete each semester as a full-time student in the fall and spring semesters (note: per CIIS policy some programs require summer enrollment).
4. Apply with the International Student Advisor if you wish to change your level of study, extend or shorten the program end date listed on the I-20, transfer to another institution, change your non-immigrant status or drop below full-time registration. All requests must be made in advance of the start of the semester and the program end date listed on your I-20 to remain in status.
5. Report a change of physical address in the U.S. by email directly to the International Student Advisor within 10 days.
6. Do not work on-campus more than 20 hours per week while school is in session or 40 hours per week during the summer semester and break periods.
7. Do not work off-campus without written authorization from the USCIS or International Student Advisor, as required. Prior authorization for employment that is not a campus job is always required.
8. Have your I-20 endorsed on the second page by the International Student Advisor before traveling outside the United States. The signature is valid for one year from the last date signed.
9. Inform the International Student Advisor once you complete your degree, and your date of departure.
10. Students who violate their status should meet with the International Student Advisor to discuss their options for reinstatement of their visa status.

If you have any questions about your status or are out of status, please make an appointment with the International Students, Jody O’Connor at joconnor@ciis.edu. You may also refer to the CIIS websites for forms and detailed information about maintaining your status.
Health Insurance Policy

CIIS has endorsed a health insurance plan that is required of all students who attend the California Institute of Integral Studies (CIIS). Per Institute policy, international students must maintain health insurance throughout the duration of their program of study or may choose to waive enrollment in the CIIS-endorsed plan by providing proof of comparable coverage in English.

“I understand that it is CIIS policy to maintain health insurance throughout the duration of my studies at CIIS. I will purchase on-going coverage through the CIIS-endorsed policy and maintain this insurance or waive out of the CIIS-endorsed plan by providing proof of other coverage. If I change my health insurance policy, I will provide proof of coverage to the International Student Advisor in English.”

*Information on the CIIS-endorsed health insurance on available on MyCIIS.

I have read and understand this information, and I knowingly accept full responsibility for maintaining my status as an international student during the duration of my studies at the California Institute of Integral Studies.

Date: ______________ Student Signature: __________________________________________

**CONTACT INFORMATION: must be returned to the International Student Advisor within 15 days after the start of your first semester.**

| Name |  |
| Address in the U.S. |  |
| Phone # in the U.S. |  |
| Email address |  |
| Emergency Contact Name/ Relationship (in or outside of the U.S.) |  |
| Emergency Contact Phone number/Email address |  |