



Acknowledgment of Responsibility

I. Immigration Status

Federal regulations require all international students to maintain lawful immigration status while in the United States.

1. Role of the International Student and Scholar Services Office (ISSS)

The role and purpose of the staff of ISSS in relation to federal immigration regulations is to provide you with information, advising, and assistance so that you can maintain your lawful immigration status while in the U.S.

2. Limitations of the International Student and Scholar Services Office (ISSS)

While our staff, in consultation with attorneys in the Office of the University Counsel for the University of Denver (DU), provides a high level of professional assistance, they are not employees of the U.S. Citizenship and Immigration Services (USCIS) nor attorneys specialized in immigration law. You have the right to consult an immigration officer or an attorney specialized in immigration law at any time, and the staff at ISSS will be pleased to provide you with information to facilitate your making such contacts.

3. Students' Responsibilities for Compliance with Federal Laws and Regulations, and for Lawful Status

You, and only you, are responsible for (a) fully and properly complying with all laws and regulations of U.S. federal, state, and local governments, for (b) maintaining your lawful status, including not working without prior authorization, for (c) ensuring that any necessary documents are forwarded to the U.S. government in a timely manner, and for (d) staying informed by reading the weekly newsletter "The Globe" sent to your DU e-mail address. The Trustees of the University, its faculty and staff, and its agents or employees will not be liable to you for any difficulties you may experience as a result of your failure to comply with immigration laws relevant to your status while in the U.S.

Please read the reverse side of this form for information about the requirements and responsibilities of the student related to immigration regulations.

II. Medical Insurance Coverage

The University of Denver requires that all international students have appropriate medical insurance coverage while they are the immigration responsibility of the University. The University makes group insurance plans available to you, but it is your responsibility to pursue your own participation by purchasing the insurance plan for yourself and any dependents. You are responsible for continuously maintaining coverage which meets DU requirements.

III. Verification of Understanding

By my signature below, I verify that I have read this document and I understand its contents. If I wish to have a copy of this document, I must request one from the International Students and Scholar Services Office (ISSS). I further verify that I have read and understood the requirements listed on the reverse side of this form, and will read and understand the information entitled "Rule and Regulations: Immigration Benefits and Responsibilities of Students in F-1 or J-1 Status." Since it is my responsibility to maintain continuous lawful immigration status and to maintain continuous appropriate medical insurance, I hereby release and hold harmless the Board of Trustees of the University of Denver (Colorado Seminary), the University's faculty, staff, agents, and employees from any claim which could result from my failure to maintain proper, lawful immigration status and mandatory, appropriate, medical insurance.

Name (printed): _____

Signature: _____ Date (mm/dd/yyyy): ____/____/____

Immigration Regulation Requirements for University of Denver Students on F-1 and J-1 Visa Status

As a student 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 can be deported from the U.S. and barred from returning for an extended period of time, thereby jeopardizing your academic career. It is important for you to read carefully and fully understand the following information.

Requirement to Maintain Valid Immigration Documents

U.S. federal regulations require you to possess the following immigration documents while staying in the U.S.: 1) Passport valid for at least the next 6 months., 2) Valid I-20 or DS-2019, 3) I-94 stamped F-1 or J-1 and “D/S (Duration of Status)” by USCIS. If you need to extend your passport, I-20 or DS-2019, it is your responsibility to take necessary steps to obtain an extension in a timely manner.

Requirement to Report Changes in Personal, Educational, Financial Information

U.S. federal regulations require you to report any change in your personal, educational, and financial information listed on your I-20 or DS-2019 to SEVIS. This is accomplished through ISSS in collaboration with other DU offices, resulting in a new I-20 or DS-2019 which reflects the correct information. Examples of such changes are changes in name, citizenship, educational level, major, completion date, source of funding, and dependent information. It is your responsibility to take the necessary steps to obtain a revised I-20 or DS-2019 in a timely manner.

Requirement to Report Address Changes in MyWeb (Banner)

U.S. federal regulations require you to report any change of address to the University of Denver within 10 days of the change. The University of Denver’s official record is kept through the university Banner system. Therefore, it is your responsibility to update any change of address on MyWeb. For instructions on how to update MyWeb, go to the ISSS website:

<http://www.du.edu/intl/iss/address.htm>. Any change of address NOT reported through MyWeb is considered unofficial and will not be reported to SEVIS. To maintain your status, you must report the change in address in a timely manner through MyWeb, which will then be reported to SEVIS.

Requirement to Maintain a Full Course of Study

U.S. federal regulations require you to pursue a full course of study during fall, winter, and spring terms. If summer is your first term at DU, you must be full-time. Undergraduate students must maintain 12 credits per term, and graduate students must maintain 8 credits per term. Enrollment will be reported to SEVIS within the first 4 weeks of each term. Therefore, it is your responsibility to enroll as a full-time student in a timely manner for each term. No more than one class of on-line/distance education classes may be counted toward the full-time requirement.

Requirement to Obtain Prior Authorization from ISSS to Drop below a Full Course of Study

U.S. federal regulations allow you to deviate from this full course of study only with the PRIOR authorization of an advisor at ISSS, and only under very limited circumstances. These circumstances include initial academic difficulty (once per degree), medical reasons (12 months per degree), and final term of study (once per degree). It is your responsibility to obtain the necessary documents for ISSS to approve your request for a reduced course load in a timely manner. Authorization for a reduced course load is promptly reported to SEVIS, and you will be given documentation to reflect this approval.

Requirement to Report Departure Date and Reason

For a variety of reasons, students may leave the University early or unexpectedly. Some of these reasons include early graduation, leave of absence, transfer to a new school, suspension, or expulsion. U.S. federal regulations require you to inform ISSS if you plan to leave the University before the completion date on your I-20 or DS-2019, and the reason for doing so, in a timely manner. If you receive prior approval from ISSS to terminate your studies before completion, you are given 15 days to depart the U.S. If you complete your studies, you are given 60 days (F-1) or 30 days (J-1) to depart from the U.S. If you are planning to transfer to another school, you must notify ISSS immediately for transfer of your SEVIS record to the new school. This transfer process should generally be started within 30 days from your last day of enrollment at DU.

Requirement to Abide by Employment Regulations

It is your responsibility to abide by certain employment regulations. U.S. federal regulations allow you to work no more than a total of 20 hours per week while school is in session. These 20 hours include the work you do for all jobs if you have more than one job. You are not permitted to work off-campus without receiving PRIOR authorization from the USCIS and/or ISSS. It is your responsibility to apply for authorization in a timely manner.

Requirements for Re-entry to the U.S.

U.S. federal regulations require you to possess the following documents when re-entering the U.S.: 1) A passport valid for the next 6 months, 2) A valid I-20 or DS-2019 with a travel signature from an advisor at ISSS within the last 9 months, 3) A valid F-1 or J-1 visa (not required in some cases when traveling to Canada, Mexico and contiguous islands). It is your responsibility to assure that you possess these items when you travel outside the U.S.

Requirements for Dependents

U.S. federal regulations do not permit F-2 dependents to work or to study full-time in a post-secondary degree program. It is the responsibility of dependents of F-1 or J-1 students to possess an I-20 or DS-2019 for themselves.