



INTERNATIONAL STUDENT RESPONSIBILITIES

General Guidelines

-You must report to the Admissions office within the first week of the beginning of the semester. Please bring your: stamped I-94 with you, passport, stamped I-20, and any other immigration documents. U.S. Citizenship and Immigration Services (USCIS) requires Albany Technical College to maintain copies of all immigration documentation for your file.

- student must register for a full course load of 12 credit hours
- student must report all immigration changes to the international student advisor

-F-1 international students are issued a duration of stay that is noted on their I-94, which means they are allowed to stay in the United States for as long as they are attending college taking a full course load.

- Students that are unable to complete their program of study by the expiration date on their I-20 must apply for an extension before the expiration date. If the date has expired and the student has not applied for an extension, they will be considered *Out of Status* and if eligible may apply for reinstatement.
- As an international student, you must maintain a full course load of classes every semester.
- International students may not drop below a full course load in any semester; however there are certain circumstances where you may be authorized to take a less than full time course load, but you must have prior approval from the international student advisor and the Office of Admissions.
- International students must notify the international student advisor of any emergency that may require a drop in classes or academic withdrawal. Without permission and documentation on file, the international student advisor will be obligated to report the student's status to USCIS.
- If an international students drops out of college, he/she will be *Out of Status* and will be reported to USCIS.
- If an international students wishes to change majors, you must contact the international student advisor for approval and record change in SEVIS.
- International students must notify the international student advisor within 10 days of any address changes.
- International students may transfer *to* or *from* Albany Technical College. Students need to contact the international student advisor of their current college/institution and complete the Transfer Clearance Form. International students should maintain full time status until they are accepted at the new college.

- F-1 students must start their studies in the term/semester for which the visa is granted and remain in college for the duration of the visa's awarded period. Otherwise, the college must notify USCIS immediately that the student is not in school and therefore is *Out of Status*.
- The student must consult with the international student advisor if a problem arises that prohibits the student's attendance at the college. Before withdrawing from a course, the F-1 student must first have the approval of the international student advisor or the dean of admissions since time parameters for program completion are part of the visa approval process. The international student advisor or the dean of admissions will notify USCIS officials if the student does not show satisfactory academic progress from one semester to the next or is placed on academic probation or suspension.
- According to USCIS policies, the F-1 student's visa and passport must remain updated while attending Albany Technical College. It is the responsibility of the F-1 student to keep track of the expiration dates of his/her documents. If the visa or passport is to expire before the completion of the student's program, he/she must see the international student advisor to complete appropriate forms for an extension. The student must meet with the international student advisor no less than 60 days prior to the expiration date of the document(s) in order to have adequate time to have the document in question renewed. Failure to do so could result in the USCIS denying the request for the student extension, that will then result in the student having to leave the country prior to completion of his/her program of study.

Admission to a credit program is a selective process and international students must meet the requirements for admission. International applicants must have a complete file before they can be accepted to a credit program of study. Once official acceptance is granted, a letter is mailed to the applicant. The international student advisor will then request that an F-1 student visa be issued to the accepted applicant by the USCIS.

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