F-1 INTERNATIONAL STUDENT REQUIREMENTS FOR SEVIS

Student and Exchange Visitor Information System (SEVIS) requirements for F-1 student visa holders and their dependents.

*Please note: this information is required by USCIS of all students at all schools, however, this handout is written specifically for and about KGI.

Reporting of Personal Information

Personal data that Designated School Officials (DSOs) are required to monitor and report to SEVIS are as follows:

Name (all changes must be reported immediately)
Date of Birth
Country of Birth
Country of Citizenship
Address in Home Country (“Foreign Address”)
Mailing Address (Local address in US)
Criminal Convictions (if academically related)
Length of Study (number of months)
Program Start Date (For KGI, it is the day of International Student Orientation)
Program End Date (last day of your last final examination)
Financial Information (to cover academic and personal expenses for 2 semesters)

Any changes to the student’s personal information must be reported to the International Staff IMMEDIATELY, as reporting requirements sometimes mandate an update in as little as 24 hours.

Reporting of Academic Information

Academic data that Designated School Officials (DSOs) are required to monitor and report to SEVIS are as follows:

New Students
Date of Arrival
Registration—Students must be enrolled in a minimum of 5 units at the end of the add/drop period. Failure to do so will result in student losing their F-1 status (they will be considered a “No-Show”).

Less Than Minimum (please see section under Continuing Students)

Continuing Students
Registration—Students must be enrolled in a minimum of 5 units at the end of the add/drop period and must retain all 5 units throughout the semester. Failure to do so will result in you losing student’s F-1 status (student will be considered “Out of Status”).

Less than Minimum—as an F-1 student, students MUST be enrolled for a minimum of 5 units each semester until they complete the degree program
(unless they are in doctoral study or continuous registration). Audit units do not count as units toward the 5-unit minimum requirement.

**Exceptions to the 5 unit minimum requirement**
- Each student may be excused **ONCE** for a total of one semester if they meet at least one of the requirements on the “Less Than Minimum Load Form.”
  - The Less Than Minimum Load Form (located online at http://www.kgi.edu/Admissions/International-Students/Online-Documents.html) must be completed by your academic department and submitted to the International Student Counselor for authorization. If they drop below minimum without submitting this form, they will be considered out of status and will lose your F-1 status.

Leave of Absence—may only be granted to F-1 students for medical leave. Medical leave may only be granted one semester at a time, for up to one year. To be authorized, you must first obtain approval from the Academic Affair Office then inform the International Student Advisor for final authorization. For all other reasons, you will need to leave the country.
  
  Note: If you leave the country for more than 5 months, you must obtain a new initial I-20 to reenter the country.

**Academic Probation**
To comply with visa regulations, international students must always be making continual satisfactory academic progress towards their degree. Students may be placed on academic probation if they do not satisfy immigration and/or KGI academic requirements.

**Academic Suspension**
The DSO must be aware of international student academic suspension. A student’s academic standing will have an impact on their current F1 status. If a student has been suspended, DSO will need to make immediate changes to their status.

**Immigration Requirements**
Students must complete a full-time load (i.e. minimum of 5 units) each semester. This means that students must earn grades for a minimum of 5 units. For immigration purposes, incompletes are **not** grades. Incomplete grades are regarded by immigration officials to represent an individual’s voluntary inability or unwillingness to attend class and/or complete assignments. Immigration regulations do **not** permit international students to stop attending class or not complete coursework.

**PLEASE REMEMBER THAT COMPLIANCE OF THESE LAWS IS REQUIRED BY USCIS AND THAT NO EXCEPTIONS TO IMMIGRATION RULES/REGULATIONS CAN BE GRANTED BY CLAREMONT GRADUATE UNIVERSITY.**