

## How to Maintain Your Immigration Status as a J-1 Student

- 1. Maintain a full course of study.**
  - Undergraduate students: Enroll in at least 12 credit hours in Fall or Spring (or 6 in Summer if it is your first or final term)
  - Masters or doctoral students without an assistantship: Enroll in at least 9 credit hours in Fall or Spring (or 3 in Summer if it is your first or final term)
  - Masters or doctoral students with an assistantship: Enroll in at least 8 credit hours in Fall or Spring (or 3 in Summer if it is your first or final term)
  - Doctoral students who have been admitted to candidacy and have a graduate assistantship: Enroll in at least 6 credit hours in Fall or Spring (or 3 in Summer if it is your first or final term)
  - Online coursework – International students are not allowed to register for more than one online course each semester. This online course cannot exceed 3 credit hours. If a student only needs one course to complete their program of study, the course cannot be completed through online or distance education.
  - Special enrollment exceptions exist during your final term: While you may be allowed to register for fewer hours than specified above, you must still enroll in at least 1 course during your final term--- particularly important if Summer is your final term. A Reduced Course Load form must be filed with the CIE office in advance of the start of your final semester.
- 2. Complete the course of study by the date posted in section three (3), of your DS-2019.**
  - The DS-2019 has an expiration date established by the time necessary to complete a degree. It expires on that date or when the student completes the course of study, whichever comes first. On-campus employment must cease upon the program end date.
- 3. Report to the Center for International Education Office (CIE) to make changes to your DS-2019 including change of major, funding, level of study, or legal name.**
- 4. Limit campus employment to a maximum of twenty (20) hours per week while school is in session. You may work full-time (37.5 hours per week) when school is not in session. (Employment will require a letter of authorization by SIU or your sponsor.)**
- 5. Never work off campus. Off campus internships are an exception. Contact CIE for guidelines.**
- 6. Begin the process to apply for Academic Training thirty (30) days before your DS-2019 expiration date.**
- 7. Depart the U.S. no later than thirty (30) days after completing your academic program OR apply to and receive a new DS-2019 for a new academic program no later than the expiration date of your DS-2019.**
- 8. Have a valid passport the entire time you are in the U.S. and keep your passport valid at least 6 months into the future.**
  - If you are traveling, your passport must be valid at least 6 months into the future at the time of your re-entry into the United States.
- 9. Report your local Carbondale address within ten (10) days of the time that you establish your residence. Report any future address changes to CIE within ten (10) days including while you are on any authorized practical training. USCIS requires that you maintain a current address with the University at all times.**
  - You can update your current address by using your SalukiNet account. (See instructions on the back of this form or visit [cie.siu.edu](mailto:cie.siu.edu)) If you are on Academic Training, please submit address updates to [issinfo@siu.edu](mailto:issinfo@siu.edu).
- 10. If your DS-2019 was issued by SIU, you should secure a signature for travel outside the U.S. from a Responsible Officer at the CIE office at least two weeks prior to your departure. All sponsored students should contact your J-1 sponsor directly.**
- 11. Maintain required health insurance coverage that meets J visa requirements.**
- 12. Report to CIE when you intend to leave SIU, especially if you are graduating earlier than the program end date on your DS-2019.**



The Center for International Education staff must strictly enforce these rules. In case of a violation, we are required to report any irregularities to the U.S. Department of State.

Alternate Responsible Officers (AROs)

1. Robert Phipps
2. Millie Smith
3. Tina Sickinger
  - Email [jssinfo@siu.edu](mailto:jssinfo@siu.edu)
  - Phone (618) 453-5774

## Steps to Update your US Address

**Step 1** – Login to **SalukiNet**. Enter your Network ID (856xx or 851 xx xxxx) and Network password you created when you claimed the account.

**Step 2** – Navigate to or search for **Update Contact Information** and click on it

**Step 3** – Click on the “Edit” icon which looks like a pencil and you should be able to update the address.

**Step 4** – Update telephone number by clicking **Primary**

**Step 5** – **Mailing / Local / Residential** = Your US address and phone **ONLY**. **Complete line 1 with Street Address and Apartment Number, City, State, Postal Code, Primary Phone Number and submit**. Be sure to click on the box that says **Submit**.

**Step 6** – **International / Home Country** = This is your Foreign / Home / Residential Address **ONLY**. If you have a foreign address that is used for mailing that is different than the address where your family lives contact the International Programs and Services office.

### **Formats for US addresses (How to write an address):**

Please use the following abbreviations:

Directions: N - E – W – S; unless the direction is part of the name of the street

Example: North Saluki Lane = N Saluki Ln

Streets: Ave – Ln – Blvd – St – Ct – Rd – Dr – Cr

Example: North College Street = N College St

### **Spell out the entire street name, do not abbreviate**

Residences: Apt – Lot – Rm

Example: 3000 North Saluki Lane Apartment 4 = 3000 N Saluki Ln Apt 4

States: IL – MO – KY

Example: Illinois = IL

### **DO NOT USE PUNCTUATION MARKS!**

Do not use Periods – Commas - # Sign – or – Dashes in the address

Examples: 2301 S Illinois Ave Apt 6C  
Carbondale IL 62901

2301 S Illinois Ave Lot 129  
Carbondale IL 62901  
2021 Evergreen Terrace Dr Apt 3  
Carbondale IL 62901  
(E or W is no longer necessary)

**Spell out the entire street name**

If the Street name and address is too long put the apt number on the first line, then put it on the second line, otherwise put both on the first line

Campus Addresses:

Campus addresses should include SIUC on the second line

Examples: 275 Neely Drive Rm 204  
Neely Hall SIUC  
Carbondale IL 62901

430 E Grand Ave Apt 404  
Grand Ave Apartments SIUC  
Carbondale IL 62901  
(Grand Ave Apartments are considered on campus)

If the Street address is too long put the apt number on the second line