

How to Maintain Your Immigration Status as a F-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 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 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 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 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 on your I-20.

- The I-20 has an expiration date established by the time necessary to complete a degree. The I-20 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 I-20 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.

5. Never work off campus. Off campus internships are an exception. Contact CIE for guidelines.

6. Begin the process to apply for Optional Practical Training (OPT) ninety (90) days before you intend to work or complete your academic program.

7. Depart the U.S. no later than sixty (60) days after completing your academic program or OPT. If you wish to start a new academic program at SIU or another U.S. school, you must receive a new I-20 no later than sixty (60) days after completing your academic program or OPT.

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. The 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). If you are on OPT, please submit address updates to issinfo@siu.edu using the required OPT Update Form.

10. Secure a signature for travel outside the U.S. from a Designated School Official at the CIE office at least two weeks prior to your departure.

11. Report to CIE when you intend to leave SIU, especially if you are graduating earlier than the program end date on your I-20.

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 Homeland Security.

Who are my Designated School Officials (DSOs)

1. Robert Phipps
2. Millie Smith
3. Tina Sickinger
 - Email issinfo@siu.edu
 - Phone (618) 453-5774

Steps to update address and phone numbers in SalukiNet:

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