



Mid Florida Technological Institute

F-1 Students Rules for Maintaining F-1 Student Visa Status

F-1 students authorized to study in the United States must at all times abide by the rules and obligations associated with maintaining status. Violation of such rules could lead to immediate termination of the student's SEVIS record, which will affect the student's ability to continue enrollment, the student's legal presence and authorized stay in the United States.

It is the F-1 student's responsibility to be knowledgeable of and perform the necessary actions to comply with the rules and obligations required for maintaining F-1 status. F-1 students should meet with their Designated School Official (DSO) if they have any questions.

A. Student Information

Student Last / Family Name (printed)

Student First Name (printed)

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Student SEVIS ID Number
Date

Student MFTI ID Number

Program Completion

U.S. Address

City / State / ZIP Code

U.S. Telephone Number

Email

B. Rule for Maintaining F-1 Status

1. Immediately Report to the Campus DSO Upon Arrival at the Campus and Maintain Contact Throughout Enrollment.

- F-1 students must immediately report to their Designated School Official upon arrival and no later than the program start date identified on the student's Form I-20.
- F-1 students are required to maintain contact with their DSO throughout enrollment and any authorized post-degree completion activities.
- F-1 students must maintain accurate personal contact information on file at all times. Any change to this information must be reported no later than 10 days after the change.

2. Pursue a Full Course of Study

- F-1 Students are required to maintain a full course of study in their program/field of study.
- Any exception to this requirement must be approved and updated in the student's SEVIS record before a change to the student's enrollment.
- For Undergraduate Students:
 - A full course of study is defined as enrollment in at least 12 credit hours per semester with enrollment in no fewer than 9 credit hours of onsite coursework each semester.
 - F-1 Students must also enroll in and attend at least one onsite course each session.
 - A student may enroll in additional online coursework during a semester; however, the student must maintain and attend the minimum onsite coursework requirements noted above.



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- For Graduate Students:
 - A full course of study is defined as enrollment in at least 6 credit hours per semester.
 - F-1 Students must enroll in and attend at least one onsite course each session.
 - A student may enroll in additional online coursework during a semester; however, the student must maintain and attend the minimum onsite coursework requirements noted above.
- 3. Course Attendance Requirements**
- F-1 Students are required to attend each scheduled onsite class meeting for onsite, blended and virtually connected classroom courses.
 - Participation in an online academic event ***does not equal onsite attendance***. F-1 Students who do not attend an onsite course within a 14-consecutive calendar-day period are subject to withdrawal from the course. Withdrawal of course enrollment may lead to the F-1 Student not maintaining the minimum full-time enrollment requirements and the student's SEVIS record may be subject to termination.
- 4. Make Normal Progress Toward Degree Completion**
- F-1 Students are required to make normal progress toward completing their program of study by the program completion date identified on the student's Form I-20. Normal progress includes, but is not limited to:
 - Enrolling in the proper courses required for degree completion.
 - Maintaining satisfactory academic progress.
 - Continually meeting all institutional enrollment requirements.
 - The student may request an extension to the program completion date identified on the Form I-20:
 - If the F-1 Student is unable to complete his or her program of study by the program completion date identified on his or her Form I-20, the student may apply for an extension of the program completion date.
 - Applications for an extension to the program completion date must be submitted and approved before the program completion date identified on the student's current Form I-20.
- 5. Abstain from Criminal Activity**
- F-1 Students are required to obey all local, state and federal laws during their stay in the United States.
 - Students convicted of being in violation of such laws must report this violation to the campus DSO.
 - The campus DSO must immediately report the student's criminal activity to the PDSO.
- 6. Maintain Enrollment in the Program/Field of Study Identified on the Form I-20**
- F-1 Students are required to pursue degree completion in the program of study identified on the Form I-20.
 - Courses outside of the student's program of study may be taken if needed in order to maintain status, as long as the student is making normal progress toward program completion.
- 7. Follow Proper Vacation and Authorized Early Withdrawal Approval Procedures**
- Annual Vacation
 - F-1 Students are eligible for a vacation and break in studies for one full semester after the completion of two semesters in F-1 status.
 - Students must apply and receive approval through issuance of an updated Form I-20 prior to the beginning of the vacation period.



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- Authorized Early Withdrawal
 - F-1 Students are eligible to request an authorized early withdrawal from studies to travel abroad, as needed.
 - Students must apply and receive approval through an updated SEVIS record prior to departure from the United States.

An F-1 Student should not attempt to travel from or to the United States until after receiving confirmation from the DSO that his/her SEVIS record is set to "Active" status. A student traveling on anything other than an "Active" or "Initial" SEVIS record status may be subject to detention and/or return to flight origination.

8. Do Not Engage in Unauthorized Employment

- F-1 Students are restricted in the employment activities, including, but not limited to:
 - On-campus employment.
 - Unpaid Internships
 - Internships with approved International Organizations.
 - Curricular practical training (CPT).
 - Optional practical training (OPT).
- Different eligibility requirements exist for each area of authorized employment.
- Students must receive approval through the issuance of a Form I-20 due to their SEVIS record update and, depending on the type of employment activity, the student may be required to obtain approval from the U.S. Citizenship & Immigration Services prior to engaging in employment.

9. Disclose any and all information requested by the U.S. Department of Homeland Security

- F-1 Students must fully and truthfully disclose any and all information requested by the U.S. Department of Homeland Security.

10. Maintain a Valid Passport

- F-1 Students are required to maintain a valid passport issued from their country of citizenship during their entire duration of stay within the United States. Passports can be renewed in the United States. A copy of your new passport must be provided to MFTI within 10 days of receipt.

11. Do not remain in the United States beyond the allowable F-1 visa duration of stay and grace periods

- F-1 Students are eligible to remain in the United States for the time required to complete their program of study, any authorized post-degree completion activities, and applicable grace periods.
- Students not maintaining proper status as an F-1 student may be required to leave the United States at shorter notice.
- All F-1 visa students must not remain in the United States beyond the duration of their authorized stay.

12. Follow all MFTI enrollment requirements and codes of conduct

- All students attending Mid Florida Technological Institute are required to abide by the University requirements for enrollment (including but not limited to any and all academic and financial requirements) and codes of conduct in order to maintain continued enrollment.
- Students failing to meet such standards will not be permitted to continue their enrollment at the Institute, which could lead to a failure to meet the requirements of maintaining status as an F-1 visa student.



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13. Follow Proper Procedures to Request Reinstatement of F-1 Status if the Student's SEVIS Record is Terminated

- Step 1: Form I-20 Issuance
 - Meet with the campus DSO to complete a Request to Reinstate F-1 Status for the issuance of a Form I-20 DSO reinstatement recommendation. The Form I-20 does not reinstate F-1 status. Only U.S. Citizenship & Immigration Services (USCIS) may approve a request to reinstate F-1 status.
- Step 2: USCIS Form I-539 Application
 - File Form I-539 application to reinstate F-1 status with the USCIS providing evidence of filing to the DSO or POC.
 - Provide a copy of the package sent to the USCIS with tracking information confirming USCIS receipt.
 - Provide a copy of the USCIS Form I-797 Receipt Notice to MFTI within 10 days of receipt.
 - F-1 students are **required** to maintain status during the processing of the Form I-539 application.

14. Follow Proper Procedures to Request Pre- and Post-Completion Optional Practical Training (OPT)

- To be eligible for OPT, you should have or would have completed at least one academic year of full-time studies by the OPT Start Date. OPT can be requested up to 90 days before the one academic year of full-time studies, for pre-completion OPT; or up to 90 days before the program end date, for post-completion OPT.
- Step 1: Form I-20 Issuance
 - Meet with your DSO or POC to complete a Request for Pre- or Post-Completion OPT for the issuance of a Form I-20 DSO reinstatement recommendation. The Form I-20 does not authorize employment. Only USCIS may authorize employment for pre- or post-completion OPT with the issuance of an Employment Authorization Document (EAD card).
- Step 2: USCIS Form I-765 Application
 - File Form I-765 application for employment authorization with the USCIS providing evidence of filing to the DSO or POC.
 - Provide a copy of the package sent to the USCIS with tracking information confirming USCIS receipt.
 - Provide a copy of the USCIS Form I-797 Receipt Notice to MFTI within 10 days of receipt.
 - F-1 Students are **required** to maintain status during the processing of the Form I-765 application.

15. Follow Proper Procedures and Requirements to Request Curricular Practical Training (CPT)

- You must have been enrolled in school full-time for one year on valid F-1 status (except for graduate students where the program requires immediate CPT).
- The CPT employment must be an integral part of your degree program or requirement for a course for which you receive academic credit.
- You must have received a job offer that qualifies before you submit your CPT authorization request.
- Your job offer must be in your major or field of study.
- Your International Student Office must authorize you for CPT. Once you receive CPT authorization, you can only work for the specific employer and for the specific dates authorized. Your CPT authorization will also specify whether you are approved for part-time (20 hours per week or less) or full-time (more than 20 hours per week) CPT employment. While in school, you can only be approved for part-time CPT.
- If you are approved for full or part-time CPT, there is no limit to how long you can work.
 - If you work full-time CPT for 12 months or more, you are not eligible for OPT.
 - If you work part-time CPT, or full-time on CPT for less than 12 months, you are still eligible for all of your allowable OPT.



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Student Name

Student SEVIS Number

Student MFTI Number

C. Student Certification and Signature

I hereby certify that I have read, understand, and will follow and abide by the above rules of maintaining status as an F-1 Student. I understand that the rules governing my status are largely established by the U.S. Government and not by the Mid Florida Technological Institute. I understand the maintenance of my status as an F-1 Student is solely my responsibility. If I have any questions regarding my status or requirements as an F-1 Student, my International Student Advisor is available to provide guidance and assistance. I understand violating any of the requirements of maintaining a valid F-1 Student status may lead to the termination of my enrollment and ability to study at Mid Florida Technological Institute and my authorized stay in the United States. I hold Mid Florida Technological Institute harmless in any matter arising out of a violation of my F-1 visa status and release MFTI from all claims.

Student Name (printed)

Student Signature

Date