



International Programs
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Your Responsibilities as an F-1 Student

Our mission at the Center for International Education (CIE) is to help you and every international student and scholar at CSUEB to achieve your educational goals. We will make every effort to assist you with your immigration needs, but it is important that you know the F-1 regulations and your responsibilities in order to avoid penalties and interruption of your education in the U.S.

The Student and Exchange Visitor Information System (SEVIS) is a Department of Homeland Security (DHS) system that maintains records of your studies while you are in the U.S. as an F-1 student. The paper I-20 is used as documentation of the database information.

SEVIS imposes regulations and reporting requirements for F-1 students. USCIS is very strict about the rules and requirements. Because SEVIS is an electronic database, it instantly detects missed deadlines and students who fail to register. Missing an application deadline or failure to follow the registration requirements can immediately result in the loss of your F-1 status. Furthermore, Department of Homeland Security officials in Immigration Customs & Enforcement *can and do* follow up on information recorded in the SEVIS system as they see fit.

You must check your Horizon email (<https://horizon.csueastbay.edu>) current, and to review University email only use your Horizon account when sending emails to CSUEB

You are required to be a registered, full-time student every semester. Exceptions to this requirement are allowed if you receive prior approval from CIE.

Full-time is: Undergraduates and 2nd Baccalaureates = enrolled in **12 units** or more
Graduate Students = enrolled in **8 units** or more

Note: Only **1 online course per term** can count towards your full-time status (for both undergraduate and graduate students).

BEFORE you do any of the following, you must contact the CIE office and see an advisor:

- Withdraw from the University (*for any reason*)
- Fail to register full-time (*for any reason*)
- Drop class(es) below full-time (*for any reason*)
- Fail to register full time for a semester because of –
 - Final semester at CSUEB
 - Completing thesis, project or comprehensive exams
 - Any other reason for not being registered

If you are not registered full-time each and every semester, do NOT assume your immigration status is OK unless you have been authorized in advance by CIE. Please complete a Request for Reduced Course Load form with necessary documentation for review and approval. A decision from CIE will be sent to your Horizon account within five business days. Failure to contact CIE before doing any of the above can result in your losing F-1 status and having to leave the U.S., being subject to deportation, or possibly being barred from the U.S. for three years or longer.

You are responsible to be aware of the following:

What CSUEB must do:

CSUEB is required to enter and regularly update certain information into SEVIS. Some information will be reported once a semester and other information will be reported as soon as a change happens. CSUEB must report: