



RESPONSIBILITIES OF INTERNATIONAL STUDENTS ATTENDING SCRIPPS COLLEGE

First Years: Read carefully, sign, and submit to the Registrar's Office by the first Monday after fall classes begin.

All students who attend Scripps College and are issued a Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status – For Academic and Language Students, must understand and comply with the requirements below.

The Principal Designated School Official (PDSO) – Kelly Hogencamp, Registrar (909-621-8273); registrar@scrippscollege.edu, and the Designated School Official (DSO) – Marge Kligerman, Registrar Program Coordinator (909) 621-8089; mkligerm@scrippscollege.edu, are responsible for reporting all changes to the Student & Exchange Visitor System (SEVIS) concerning the status of international students while attending Scripps College.

- 1) **First-year students will submit the documentation below to the DSO no later than the first Monday after classes begin.** *Returning students only have to submit passport and visa if renewed.*
 - ✓ Form I-20
 - ✓ Passport
 - ✓ Visa w/stamp
- 2) **Carry a full course of study.** Enroll in and complete at least 3.0 course credits each semester. A normal course load each semester is 4.0 course credits.
- 3) **All changes to your full course of study must be pre-approved by the PDSO.** USCIS regulations mandate that any reduction in a full course of study that brings a student to less than full-time enrollment, not previously approved by the PDSO before having been made, constitutes a violation of status – even if such a drop would be otherwise permissible.
- 4) **Report all changes of address** to your DSO within ten days of having moved.
- 5) **Consult the PDSO/DSO before accepting any type of employment** (on- or off-campus; paid or unpaid including internships, volunteer work, research, etc.). Unauthorized employment carries penalties and may jeopardize future educational, career and residency plans.
 - **Working on-campus** (within The Claremont Colleges consortium) does not require USCIS authorization. You must apply for a Social Security Number and obtain the appropriate paper work from the DSO prior to going to the Social Security Administration Office. *Contact the DSO for further instructions about paper work required.*
 - **Optional Practical Training (OPT)**, which must be directly related to your major, is available while completing your program of study.
 - Pre-completion* - must have been full-time student for at least one full academic year; may apply as early as 90 days prior to completion of academic year.
 - Post-completion* – must apply to USCIS for the Employment Authorization Document (EAD) prior to the end of the 60-day grace period after your program end date. *Contact the PDSO/DSO ninety (90) days prior to graduation to determine eligibility.*
 - **Curricular Practical Training (CPT)** may be authorized by the PDSO/DSO to participate in a curricular practical training program. The training must be either a required part of the degree program or an optional but integral part of an established curriculum (i.e. paid or unpaid employment such as an internship). *Contact the PDSO/DSO for further details well in advance of the beginning of the internship.*
- 6) **Maintain a valid passport at all times.** If your passport expires, you are out of status.
- 7) **Your Form I-20 must be signed** by the PDSO or DSO before travelling out of the United States for reentry in the U.S. for continued study at Scripps. *Each certification signature is valid for one year.*
- 8) **Carry health insurance at all times.**
- 9) **Notify the PDSO of any plans you have to transfer to another educational institution.**

- 10) **Recognize that you only have a limited amount of time to depart the United States or change to another USCIS status once you are no longer attending school.**
- Unless you are participating in a post-completion authorized OPT program
 - When you complete your program of study, you have 60 days
 - If you drop out of school before completing your program of study, **with prior PDSO approval**, you have 15 days.
 - If you drop out of school before completing your program of study, **without prior PDSO approval**, you have zero (0) days; immediately and automatically you become out of status - an illegal alien.
- 11) **Follow all USCIS procedures for reinstatement to F-1 status.** In the event you violate your status, consult the PDSO regarding the specific procedures for either restarting your F-1 status or applying for reinstatement. You must apply for reinstatement within five months of having committed a violation.

While the PDSO/DSO and [International Place](#) will try to keep you informed about changes and deadlines, **it is your responsibility to stay informed on a regular basis.** Check your mail and email regularly and adhere promptly to all deadlines. Keep a copy of this for your records to refer to as needed.

I have read and understand my responsibilities as presented above. I agree to report events as required to the PDSO/PSO of Scripps College.

Printed Name _____ Student ID _____

Student Signature _____ Date _____