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 _____________________________