

Illinois Institute of Technology

International Center
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Maintaining Your Legal Status As An F-1 Student

04/09

Please note that it is the student's responsibility to maintain legal status in this country by doing the following:

- **Enrollment** (If Summer is your first term, you must enroll for 6 credits)
 - **You must be full-time each term** with the exception of your annual vacation. Full-time is defined as:
 - 12 credits/semester = Undergraduate Students
 - 9 credits/semester = Graduate Students
 - 6 credits/semester = Graduate Students with a TA or RA (as defined by the Graduate College)
 - 12 credits/semester = Chicago-Kent College of Law Students
 - **Reduced Courseload / Dropping a course:** you **MUST** seek approval from the International Center **BEFORE** dropping below full-time using the "Less than Fulltime" form.
 - **Concurrent Enrollment:** you must seek approval from the International Center if you plan to enroll at another US institution in addition to IIT.
 - **Withdrawal from courses/IIT:** you must seek approval from the International Center before withdrawing from your classes and/or enrolling at another US institution. For this you will have 15 days to depart the US or transfer to another US institution. If you are academically dismissed, please inform the International Center as there is no grace period for this.
 - **Online/Distance learning course limit:** only one online/distance learning course can count toward your full-time enrollment each term.
- **Keep current immigration documents:**
 - **Change of Major/Level:** you must receive a new I-20 from Admissions. Undergrad students: please see the International Center for this request.
 - **Program extension:** if you are unable to complete your degree by the expiration date on your I-20, please apply for a program extension before your I-20 expires. Note: You remain in legal status 60 days beyond the day you complete your academic program. This period is known as your "grace period."
 - **Passport:** this must be valid at all times.
- **Change of Address:** update MyIIT within 10 days of the change. This must be your residential address. Must include your room or apartment number if applicable.
- **Check your IIT Email account:** you must check your IIT email account as very important information is sent to you regarding your Immigration status. Failure to do so may result in a violation of your immigration status.
- **Employment**
 - **On-campus employment:** limit of 20 hours/week while school is in session.
 - **Off-campus employment:** never work off-campus without authorization from the International Center and/or US CIS.
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- **File the US income taxes with the Internal Revenue Services (IRS)**

Failure to comply with the information listed above will result in a violation of your F-1 immigration status. The International Center is required to report such action to the US CIS.