



PONTIFICAL COLLEGE  
JOSEPHINUM

Office of the registrar

## MAINTAINING STATUS

While you are here at the PCJ, you are responsible for maintaining your status with the United States Department of Homeland Security (DHS). Within DHS is a program called SEVIS, the Student and Exchange Visitor Information System. SEVIS requires all colleges and universities in the United States to electronically report information about F-1 students. Because universities are required to report on the status of all F-1, failure to maintain your status could jeopardize your ability to remain in the U.S.

There are several important things you must do to maintain status.

1. You may enter the U.S. no more than 30 days before the program start date listed on your Form I-20.
2. Meet with the Director, PCJ English Language Program (ELP) during Orientation Week.
3. Keep your passport valid at least six months into the future.
4. Maintain full-time student status and normal progress towards your degree
5. You are allowed one period of “vacation” per year, during the summer break. Report a vacation request to the Registrar.
6. In rare circumstances, enrolling part-time or withdrawing for a semester is permitted. In order to apply, you must first meet with the Registrar.
7. You may not work off-campus without seeing the Registrar to apply for employment authorization.
8. An F-1 student may work on-campus up to 20 hours per week while school is in session. During semester breaks and your annual vacation semester, you may work more than 20 hours on campus. You may not work off-campus without authorization from the Registrar.
9. You must notify the Registrar within 10 days of an address change (and you may not use a P.O. Box as an address).
10. You should notify the Registrar and review specific [travel requirements](#) prior to any travel outside the U.S.
11. You are required to report a change of educational level to the Registrar prior to the semester in which the change occurs. You must also provide updated financial documentation and a formal letter from your program. An updated Form I-20 will be issued to reflect the level of study.

You are required to obtain a program extension one semester prior to the end date reflected on Page 1 of your Form I-20. Failing to extend your immigration record will cause you to lose your F-1 status.